

City of Missouri City, Texas Fiscal Year 2015 Proposed Budget



MISSOURI CITY
T E X A S

City Manager – Ed Broussard

Allen Owen – Mayor

Jerry Wyatt
Councilmember at Large Position 1

Chris Preston
Councilmember at Large Position 2

Yolanda Ford
Councilmember District A

Don Smith
Councilmember District B

Robin Elackatt – Mayor Pro Tem
Councilmember District C

Floyd Emery
Councilmember District D



Proposed Annual Budget
July 1, 2014 – June 30, 2015
(TO BE SUBSTITUTED WITH NEXT PAGE UPON ADOPTION)

In accordance with the Texas Local Government Code Section 102.005(b), this budget will raise more total property taxes than last year's budget by \$425,461, which is a 2.4% increase from last year's budget, and of that amount, the City is unable to determine the tax revenue to be raised from new property added to the tax roll this year because the City has not received detailed property values at this date.



Adopted Annual Budget July 1, 2014 – June 30, 2015

This budget will raise more revenue from property taxes than last year's budget by an amount of \$425,461, which is a 2.4 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year cannot be calculated because the City has not received the detailed property values at this date.

CITY COUNCIL RECORD VOTE

The members of the governing body voted on the adoption of the budget as follows:

FOR:

AGAINST:

PRESENT but abstained from voting: None

ABSENT:

PROPERTY TAX RATES

Per \$100 Valuation	FY 2013-2014	FY 2014-2015
Property Tax Rate	\$0.57375	\$0.57375
Effective Tax Rate	\$0.535165	Unknown at this time
Effective Maintenance and Operations Tax Rate	\$0.352200	Unknown at this time
Rollback Tax Rate	\$0.581746	Unknown at this time
Debt Tax Rate	\$0.19337	\$0.19337

DEBT OBLIGATIONS

The total amount of municipal debt obligations: \$73,625,720.

City of Missouri City, Texas FISCAL YEAR 2015 BUDGET CALENDAR

January 7	CIP Budget Kickoff Meeting coordinated by Project Administrator.
January 20	Updated and New proposed CIP projects submitted to Project Administrator.
January 31	Distribution of Budget Instructions to Directors and Assistant Directors.
February 3	Budget Kickoff Meeting.
February 5	Fleet Replacement Meeting - Review replacement schedule with Police, Fire, Public Works, Planning, and Parks.
February 7	Building Maintenance and Repair requests submitted to Bill Cronin.
February 7	Building Repair and Maintenance Meeting - Discuss departmental building repairs with all department heads or representatives.
February 12	Departmental T.I. requests submitted to Technology and Innovation Director.
February 21	Preliminary General Fund Revenue projections for current and next fiscal year, by Finance Director.
February 28	Receive budget requests from departments - basic, supplemental, and capital requests.
March 3 - March 26	Finance Director to compile budget. City Manager and Finance Director review requests.
March 7	Departmental Narratives (Goals, Divisional Goals, Measures, and Indicators) due to Finance.
March 21	Finalize preliminary General Fund and Debt Service Fund revenue estimates.
March 24	CIP Committee presents recommended CIP Budget to City Manager.
March 31 - April 4	Department Heads meet with City Manager and Finance Director for review of Budget requests.
April 9	Review and update funds based on results of Department Head budget meetings.
April 9	Update Final Payroll current year projection and payroll proposed budget numbers.
April 18	Last revision of estimated revenues and expenditures; impact on Funds.
April 21	Complete Capital Projects and Debt Service Budgets.
April 28 - May 23	Finalize budget - all Funds; write Transmittal Letter; prepare final Budget document.
May 12	Special City Council Meeting with City Manager and Department Directors to review preliminary budget highlights.

City of Missouri City, Texas
FISCAL YEAR 2015 BUDGET CALENDAR

May 27	Meet with Budget and Finance Committee on proposed budget.
May 30	Proposed budget, all Funds, filed with the City Secretary and submitted to City Council with City Manager's recommendations.
June 2	Presentation of proposed budget to City Council.
June 9	Meet with City Council on proposed budget.
June 16	Public Hearing on the Budget, Budget Ordinance, and Budget Adoption.
August 29	Budget Submitted to GFOA for annual Budget Presentation award.



Table of Contents

Budget Calendar

City Manager's Budget Message *page i-vii*

Significant Budget Highlights *page 4*

FY 2015 Staffing – Authorized Positions by Department *page 9*

Estimation & Distribution of Property Tax Assessment *page 10*

General Fund

Summary Schedule of Revenue and Expenditures *page 12*

Schedule of Revenues & Resources by Line Item *page 13*

Expenditures by Department/Division *page 17*

General Government *page 18*

Council & Management *page 24*

City Secretary *page 28*

Human Resources & Organizational Development *page 32*

Legal *page 38*

Municipal Court *page 42*

General Administration *page 46*

Communications *page 48*

Economic Development *page 54*

Finance *page 58*

Finance Administration *page 62*

Purchasing & Risk Management *page 66*

Accounting & Budget *page 70*

Police	page 74
Police Administration	page 77
Code Enforcement	page 84
Support Services	page 88
Criminal Investigation Division	page 92
Patrol	page 96
Fire	page 100
Fire Administration	page 103
Fire Prevention	page 108
Fire Training	page 112
Fire Operations	page 116
Public Works	page 120
Public Works Administration	page 124
Capital Projects	page 128
Streets, Drainage & Traffic Operations	page 132
Engineering & Utility Planning	page 136
Geographic Information Systems	page 140
Fleet Maintenance	page 144
Facilities Maintenance	page 148
Animal Services	page 152
Parks and Recreation	page 156
Parks	page 159
Recreation	page 164
Development Services	page 168
Planning & Development	page 172
Inspections	page 176
Technology & Innovation	page 180
 Special Revenue Funds	 page 186
Parkland Dedication Fund	page 190
Narcotics Fund	page 193
Radio Communications Fund	page 195
Court Building Security	page 199

Court Technology Fund	<i>page</i> 200
Court Juvenile Case Manager Fund	<i>page</i> 201
Community Development Block Grants	<i>page</i> 202
Grants Fund	<i>page</i> 205
MCTV Facilities/Equipment Fund	<i>page</i> 206
Donations Fund	<i>page</i> 207
Missouri City Development Authority	<i>page</i> 208
Tax Incremental Reinvestment Zone #1	<i>page</i> 209
Tax Incremental Reinvestment Zone #2	<i>page</i> 210
Tax Incremental Reinvestment Zone #3	<i>page</i> 211
Public Improvement District #2	<i>page</i> 212
Public Improvement District #4	<i>page</i> 213
Hotel Occupancy Tax Fund	<i>page</i> 214
 Debt Service Fund	 <i>page</i> 216
Debt Service Schedules	<i>page</i> 217
 Capital Improvements Funds	 <i>page</i> 248
Metro Projects Fund	<i>page</i> 249
Other Projects Fund	<i>page</i> 250
Capital Projects Fund	<i>page</i> 251
Steepbank/Flatbank Regional WWTP Phase II & III Fund	<i>page</i> 253
Mustang Bayou Regional Water Construction Fund	<i>page</i> 254
Mustang Bayou Regional WWTP Construction Fund	<i>page</i> 255
Surface Water Treatment Construction Fund	<i>page</i> 256
Capital Projects by Years	<i>page</i> 257
 Utilities Funds	 <i>page</i> 268
Water/Wastewater Utility Fund	<i>page</i> 269
Steepbank/Flatbank Regional WWTP Operational Fund	<i>page</i> 273
Surface Water Treatment Plant Utility Fund	<i>page</i> 274
Solid Waste Collections Fund	<i>page</i> 275

Internal Service Funds	<i>page</i> 276
Fleet Maintenance Fund	<i>page</i> 278
Fleet Replacement Fund	<i>page</i> 280
Technology & Innovation Maintenance Fund	<i>page</i> 282
Technology & Innovation Replacement Fund	<i>page</i> 284
Facilities Maintenance Fund	<i>page</i> 285
 Compensation Plan	 <i>page</i> 288
Supplemental Budget Requests	<i>page</i> 296

City of Missouri City

Mission Statement

**“To provide the citizens of Missouri City
with quality service and efficient use
of resources.”**

TO: Honorable Mayor Owen and City Council

FROM: Edward A. Broussard, City Manager

DATE: May 30, 2014

RE: Proposed Fiscal Year 2015 Annual Budget and Financial Plan

As we get further away from the Great Recession, Missouri City continues to make its impact as the “Show Me City”. Economic and residential growth has been part of the Missouri City story during the past five to ten years, and all signs point to it continuing into the future. New industries continue to find a home here, producing goods and services in Missouri City for the world.

As we experience this growth, the City continues to provide effective, quality services to our community using strong, fiscal accountability. The investments the City has made in the TIRZs, tax abatement agreements, and other economic development tools have begun to bear fruit for increased sales tax growth and shifting property tax payment percentages from residential to commercial. The full benefit to the economic development investments in the city will come in future years, and the City of Missouri City is working within its means to build and provide for the community and its citizens and businesses.

The City has always valued its partners during the past decades, and we look to build on these past partnerships and develop new ones during the coming fiscal year. As many governments learned during this past recession, the City cannot provide for the needs of the community on its own and must reach out to outside organizations, clubs, schools, and others. The City can serve a role as facilitator for community groups to help them get involved with our events, services, and other relevant functions. The City can no longer afford to do everything on its own, and there are those in the community ready to assist.

This is not a new concept for Missouri City as neighborhood watches and adopt-a-street has long been practiced. We must look to increase our opportunities for participation as the community’s expectations of the City increase. The second-year of Citizens University developed another core group of volunteers and advocates which we will increase this year with the third class. We look to provide joint opportunities for our recreation and parks programs with other groups providing similar services. This change in paradigm is necessary to provide for the future services to the community while maintaining a budget responsible to our citizens’ expectations.

It is my honor to present to you the Fiscal Year 2014-2015 Annual Operating Budget. The budget before you is the culmination of months of planning, difficult discussions, continued revisions, and challenging thinking to gauge, prioritize, strategize, and eventually put into action programs and services for the citizens of Missouri City. Adoption of the annual budget is one of the most important actions of the Council each year as it provides a roadmap to City staff and citizens on what the City will do the next year. It is a connection between the long-range plans of the community and the annual revenues the City expects to collect.

With a progressive vision toward the future, the City has continually advanced the mission statement of providing quality service and efficient use of resources. Some of the movement forward has been dramatic leaps and others have been smaller steps. Each of these makes substantial change possible and improves the lives of our residents, businesses, and community partners. Before we examine the progress expected with the next fiscal year, we want to reflect on some of highlights from the past year.

Established Council Bond Committee to examine capital project funding needs

Throughout the year the committee met and reviewed the various areas of the city streets, parks, facilities and drainage. City staff presented detailed information on conditions of streets and facilities; and program needs related to parks and facilities. After many hours of deliberation and thought the Committee made their presentation to you for consideration on a Bond Election. The resulting referendums were:

Drainage	\$6.5 million
Facilities	\$5.7 million
Fire Station	\$5.0 million
Transportation	\$22.8 million

On May 10, the citizens voted by high margins to approve these referendums totaling \$40 million.

Completion of several construction projects

During the year, Fire Station #5 was completed. This is a project which was totally funded by the Sienna Plantation M.U.D.s, and the operations will be funded by the districts as well. Also, a Fire Engine was purchased for this station which was funded by the districts and placed in service.

Construction of the El Dorado bridge was completed with the funding assistance of Quail Valley Fund, making for an attractive and safe structure for the citizens. The new animal shelter, behind City Hall, was also completed, which is an impressive facility that will accommodate the future needs of this program.

Our utility program added a 1.5 million gallon clearwell for the Regional Water Treatment Plant and constructed and 245,000 gallon water storage tank at the Mustang Bayou water plant.

Significant purchases and agreements

The budget included twelve (12) patrol vehicles to provide for sufficient mobility for our officers. These vehicles were needed to offset the lack of funding created by the recent recession. Wayfinding signs were installed throughout the city. These signs will better help citizens and visitors in finding City Hall, the County Library, Public Safety Headquarters, the Animal Shelter, Municipal Court and Buffalo Run Park.

The City completed negotiations with Gulf Coast Water Authority on a new water supply contract for the City's existing and future surface water needs.

Other achievements during this year

Improved the homes of 13 residents through the CDBG Housing Rehabilitation program. Updated the Infrastructure Design Manual and scheduled the calendar for the 5-year review of the Comprehensive Plan. We also moved the Code Enforcement Division from Development Services to the Police Department to better enhance enforcement of our codes. In addition, the City established a motorcycle squad that will provide more presence in the community to maintain our safe streets.

2015 FOCUS

City staff continues to evaluate the services provided to the citizens and businesses of Missouri City and staying within the confines of a relatively flat revenue stream. The proposed fiscal year budget maintains service levels as provided in Fiscal Year 2014. This budget includes some new programs that are directed to improve the value and efficiency of city services. The City is proposing to add a Grants Coordinator position to the better manage the many reporting requirements of Federal and State grants as well as pursue additional beneficial grants. Four (4) new part-time Detention Officers are being proposed to relieve officers from the current practice of monitoring the prisoners in the jail facility allowing for them to be in the community. Another item included is funds for an ISO consultant to prepare the City's safety system for an upgrade in its score. This will be beneficial to homeowners and businesses since a higher ISO score results in reduced property insurance costs.

This is the year of our five (5) year review of the City's Comprehensive Plan and this budget provides for a consultant to sheppard the community through this process. Updating our Comprehensive Plan will allow the City to plan in a direction that meets the expectations and vision of our City.

Technology funding is provided in this budget to implement rocket mobile communications for first responder vehicles which will allow more reliable data connection to our emergency vehicles.

Finally, this budget includes a 3% of compensation amount of \$620,280 to be used a one-time lump-sum incentive pay to be distributed to employees based on performance.

The 2014-2015 Budget has been prepared to deliver services according to our collective strategic plans using the current tax rate of \$0.57375 per \$100 value. This preliminary budget is prepared using the assumption of the current Maintenance & Operation (M&O) rate of \$.38038 and the Interest & Sinking (I&S) rate the same as the current rate of \$.19337.

Given the recent economic conditions and its effect on the City's budget, it is of great importance for the City to continue the organizational strategies that have been in place for the last several years. The four parts of the strategy are:

1. Retain Existing Property Values
2. Increase Commercial Development
3. Create Value Added Services
4. Develop an Organization for Optimum Performance

2015 BUDGET OBJECTIVES

Below are the major budget initiatives outlined in the budget.

Conduct a Facilities Need Assessment

Staff is working on initiating an assessment of the City's existing facilities to determine how they are currently being utilized, whether current needs are being met, how well future needs will be met, and if any existing facilities are not being utilized optimally. The assessment will be used to assist in making city-wide facility decisions on long term maintenance and programming capital improvements.

Hurricane Lane Extension

Using the Traffic Management Plan (TMP), which forecasts needed roadway improvements by growth and traffic volumes, to prioritize which corridors are in need of improvements, the Hurricane Lane Extension Project is on tap for FY 2014. The Project consists of constructing new roadway from Trammel-Fresno Road north to Lake Olympia Parkway to provide a direct connection to the Fort Bend Toll Road from Trammel-Fresno Road., which will greatly help alleviate congestion and delay at the SH6/FB Toll Road intersection; project is currently at 50% design and is being designed to TxDOT standards as TxDOT will construct the road in summer of 2014.

The Project, thru staff working simultaneously with the supporting agency, TxDOT, is utilizing 80% federal funding, with the City contributing the other 20%.

Lexington Boulevard Extension

The project is identified on the adopted Major Thoroughfare Plan as a major collector, however it is not a project identified as being on the 25 year priority list. It is a project identified as developer constructed due to the minimal impact on mobility. The need for the roadway is driven more by adjacent development than traffic congestion. The adjacent land is currently undeveloped. The extension is to be funded by shifting the \$2.5 MM in the County's Fort Bend Mobility Bond election for the Texas Pkwy widening, from Cartwright to the FB Tollroad, to this project. Staff met on several occasions with Commissioner Prestage and LJA Engineers to scope the project. The Lexington Extension project consists of constructing a new roadway and sidewalks between Texas Parkway and Scanlin Road., including a new traffic signal on Texas Parkway. The project is currently at 50% design and will be constructed by the City.

OTHER CIP PROJECTS:

- **Gregory Reconstruction**

This project reconstructs 8,000 linear feet of Gregory Boulevard. The roadway is approaching its expected service life. Maintenance and rehabilitation are not cost-effective at this point and a complete reconstruction will be necessary. Design is scheduled through 2014 and construction is planned for the spring of 2015.

- **Turtle Creek**

The Turtle Creek reconstruction project includes the reconstruction of 4,500 linear feet of Turtle Creek Drive from Hilton Head to Mission Valley. The roadway has reached its expected service life, and maintenance and rehabilitation are no longer cost-effective. A complete reconstruction is necessary. Design was competed in 2014 and construction is planned for the spring of 2015.

- **Community Center Renovation**

The old community center is expected to be renovated during fiscal year 2015. The renovation will consist of auditorium lighting upgrades, polished concrete flooring, ceiling upgrades, painting, and lobby upgrades. Some doors will be replaced with windows, and the administration area will be changed into a mini-conference room. Landscaping and improvements to the entryway will also be included.

- **Drainage**

During fiscal year 2015, equipment for drainage projects will include the purchase of a gradall, which will replace the existing machine that has reached the end of its life. Revenue received from the sale of the existing machine will be used to offset the cost of the new gradall. Future drainage projects include Cangelosi Detention Facility ditch widening and improvements to the Mustang Bayou Diversion Channel from the Kitty Hollow Detention Facility to Old Channel. Both are projects scheduled for fiscal year 2016.

- **Roof Repairs**

The City Hall and Planning buildings roofs are in need of repairs to mitigate various leaks through the buildings. Funds are budgeted in fiscal year 2015 to design and construct the planned improvements. Funds are also scheduled in the capital improvement program for fiscal year 2016 that will allow for more extensive roof work on the City Hall, Planning, and Community Center buildings. Localized work to the envelope of the buildings is not keeping up with the degradation.

Technology & Innovation (T.I) Strategic Plan

The Technology and Innovation (TI) Strategic Plan defines the initiatives and objectives that align with the City's business goals and needs. The Plan identifies a strategy in order for the City to successfully invest in and use technology to enable the City to support and improve service delivery. This is the first TI Strategic Plan for the City. It identifies internal and external technology users because it is important to understand all users and their business needs in order to deliver the needed technology and related support. The Plan will be updated annually to ensure that it remains current with the City's evolving TI environment.

Use of Squad Response for Fire & Rescue

In order to reduce operational cost on the larger fire ladder truck that is deployed to medical incidents, the City will provide overtime to staff a smaller, SUV type squad vehicle that will respond to medical calls out of Fire Station #1. This squad vehicle will be staffed with one firefighter on overtime and one on-duty personnel that will respond to medical calls out of this fire station. Medical incidents account for over 60% of the total incidents. The squad vehicle will be staffed on a minimum of three peak days each week between the hours of 7 a.m. and 7 p.m. Based on a three year average of medical calls during these peak days and times, the squad would respond to approximately 900 calls for service. This, in turn, results in a net operational annual savings of \$156,000 for not responding with the larger ladder truck to these calls.

General Fund Summary

Comparison of Budget for FY 2015

General Fund	FY 2012 (Actual)	FY 2013 (Actual)	FY 2014 Original Budget	FY 2014 Estimated Actual	FY 2015 Proposed Budget
Beginning of Year Fund Balance	\$9,065,729	\$8,480,307	\$8,414,462	\$8,419,426	\$8,857,269
Revenues	30,035,364	\$32,456,066	35,527,201	35,429,361	38,531,087
Expenditures – Base Budget	(30,680,203)	(31,652,653)	(35,467,160)	(34,991,519)	(39,386,459)
Net Revenues Over(Under) Expenditures	(644,839)	4,188	60,041	437,843	(855,372)
End of Year Fund Balance	\$8,420,890	\$8,415,238	\$8,474,503	\$8,857,268	\$8,001,897
Less Budget Reserve*			\$1,015,000	\$1,015,000	
Ending Fund Balance	\$8,420,890	\$8,419,426	\$7,459,503	\$7,842,269	\$8,001,897
Percentage of Fund Balance to Budgeted Revenues	28.04%	25.94%	21.00%	22.13%	20.77%

*Budget Reserve is Assigned by the City Manager

Overall, the total General Fund Budget for FY 2015 for all expenditures and appropriations, including base budget, supplemental, capital and contingency is \$39,386,459.

While some expenditure line items have slight increases or decreases, the largest increase was \$620,280 in compensation for a non-recurring one-time lump-sum pay amount. Although budgeted revenues for the General Fund for FY 2015 are budgeted very conservatively over FY 2014, there is an overall 8 % increase due mainly to the TIRZ tax amounts being recorded in the General Fund with a corresponding expenditure amount for the transfer to the respective TIRZ Funds. Property values are expected to increase by close to 11% and sales tax is projected to reach a 10% increase over FY 2014.

Franchise fees are projected to have a slight increase over budget for the current fiscal year and remain constant for fiscal year 2015. Licenses and permits are up slightly, and fines and forfeitures are projected to be about the same as FY 2014. The budget for FY 2015 projects an end of year Available General Fund balance of \$ 7.4 million, or 20.77%, of budgeted revenues. This fund balance is within the City's policy range of 15% to 25%. The City is very attentive to maintaining an adequate fund balance for the purpose of emergency preparedness, response and recovery in the event a severe disaster impacts Missouri City.

Debt Service Fund Summary:

Total budgeted expenditures from the debt service funds for payments for issued general obligation bonds and certificates of obligations are \$8,138,709. The Debt Service Fund balance is projected to be \$6.2 million dollars on June 30, 2015, or 77% of the annual scheduled debt payments. Because of this healthy Debt Service Fund Balance, the budget is adopted with the Interest & Sinking Tax Rate remaining the same for FY 2014.

Comparison of Budget for FY 2015

Debt Service Fund	FY 2012 (Actual)	FY 2013 (Actual)	FY 2014 Original Budget	FY 2014 Estimated	FY 2015 Proposed Budget
Beginning of Year Fund Balance	\$6,286,811	\$6,704,908	\$6,054,602	\$5,750,142	\$5,272,521
Revenues	7,421,404	7,338,396	8,128,400	8,082,912	9,565,428
Expenditures	(9,157,864)	(8,619,322)	(8,730,745)	(9,201,122)	(8,709,016)
Other Financing Sources	2,154,558	--	336,020	640,588	118,049
End of Year Fund Balance	\$6,704,909	\$5,750,142	\$5,788,277	\$5,272,521	\$6,246,982

Highlights of the Fiscal Year 2015 Budget:

Property Tax Rate: Due to a July 1st start of the fiscal year, Missouri City's property tax revenues are budgeted with the disadvantage of not having certified appraisals for taxable property. The total current tax rate for the City of Missouri City is \$.57375 per \$100 taxable valuation. This preliminary budget is prepared using the assumption of a Maintenance & Operation (M&O) rate as the current year amount of \$.38038 and the Interest & Sinking (I&S) rate the same as the current rate of \$.19337 for a total tax rate of \$.57375 / \$100.

Staffing and TMRS Catch-Up: Approximately sixty-nine percent (67%), or \$25,564,185, of the General Fund budgeted expenditures are costs associated with personnel, i.e., compensation and benefits. This is a 14% increase over FY 2014 final budget which is due mainly to increasing the City's contribution for the employee retirement system. In 2010, as a measure to reduce expenditures, the City chose a Texas Municipal Retirement System (TMRS) election to pay the City's contribution on an Ad Hoc basis which lowered the contribution percentage from 15.5% to 5.05%. Recent accounting rules will force the City to recognize this underfunding, which will affect the City's bond rating. Therefore, we plan on addressing this issue in a three-year approach. This year we increased our percentage to 9%, and next year the plan is being to raise it another 4% to 13%, and the following year another 4% to 17% if needed to be fully funded.

Capital Improvements Program (CIP) Summary:

The proposed CIP budget for Fiscal Year 2015 primarily includes projects approved by Missouri City voters in 2003 and 2014, and funded through the issuance of general obligation bonds as authorized in those elections. A financing lease is proposed to fund the acquisition of a much needed fire truck. Other projects address utility matters such as the construction of the surface water treatment projects to meet State groundwater reduction mandates or construction of wastewater treatment projects to meet Federal and State environmental laws and rules. The funding for these utility projects is to be paid by the customers of the various entities that provide utility services to those residents benefitting from the project.

The CIP program as presented along with this proposed budget has budgeted expenditures being made from existing funds already "on hand" and from "additional" monies from the issuance of \$9,200,000 General Obligation Bonds from the 2003 authorization and \$250,000 from the 2014 authorization. The primary considerations in developing the proposed Fiscal Year 2015 CIP were: (1) complete projects already underway and formerly committed to; (2) fund projects that have a limited window of opportunity such as leveraging City resources with resources of other agencies; and (3) implement projects that are time sensitive and widely benefit the City. Some of those projects are:

- Replacement of Gradall
- City Hall Roof Replacement/Repair
- Facilities Needs Assessment
- Park Improvements
- Hurricane Lane Extension
- Vicksburg Extension
- Turtle Creek/Mission Valley-Hilton Head Reconstruction
- Gregory Reconstruction
- Glenn Lakes Bridge over Oyster Creek

Capital and Supplemental Budgets:

Supplemental programs included in this budget are four (4) part-time detention officers; ISO consultant; reclassification of Utility Director to City Engineer; naming of Deputy City Secretary; Grants Coordinator; Overtime increase for Staff Squad Response Vehicle program in Fire Dept.; Lake Fountain replacements; Consultant for review of comprehensive plan; and Rocket Mobile Communications program for first responders. Some capital and supplemental expenditures will be made from special revenue funds that have dedicated revenues for specific purchases that are established by federal, state or local law and rules. Examples of these special revenues funds are the Narcotics Seizure Fund, Court Building Security Fund, Court Technology Fund, MCTV Facilities/Equipment Fund and the Community Development Block Grant Fund.

Thanks to the City Staff and City Council:

The City employees are to be commended for their continued efforts to meet these challenging times. Missouri City has long had a reputation for effectively and efficiently utilizing the resources available. The City has been able to document this with actual data for revenues per capita and employees per capita. When “normalizing” for comparable services, the City ranks at or near the best for such measures on providing top notch city services with limited resources for similar sized cities in the Houston area, as well as the State. The department heads of this organization have provided the necessary leadership that has enabled the City to continue providing these quality services and programs during the economic challenges that have created significant budget constraints over the last few years. The cooperation and teamwork of all the employees and City Council are greatly appreciated for the development of this fiscally sound budget.

Sincerely,



Edward A. Broussard
City Manager



City of Missouri City FY 2015 Significant Budget Highlights

General Fund

Strategic Goal: Increase Commercial Development

Comprehensive Plan Review Consultant - \$120,000

Updated every 5 years to assist in reducing the amount of land left available for greenfield development. This will assist the City in determining land use and development in future years.

Strategic Goal: Develop an Organization for Optimum Performance

Reassign PD Investigators take home vehicles - \$14,000

Police Department Investigators' vehicles reassigned as take-home vehicles. This will be reinstated as it was prior to FY 2014 for the Investigators.

Strategic Goal: Develop an Organization for Optimum Performance

Overtime to Staff Squad Vehicle - \$60,480

A smaller, SUV type squad vehicle will be deployed with one individual on overtime and one on duty to medical calls and non-emergency services in District 1. This could result in up to annual net savings of \$156,000 in operational costs by not having to deploy the larger ladder truck to these calls.

Strategic Goal: Retain Existing Property Values

ISO Grading Summary & Improvement Plan Development - \$15,500.

In preparation of the 2016 ISO grading, develop an ISO improvement plan in preparation for the upcoming 2016 ISO rating. The plan will also be utilized for future ISO improvement planning.

Strategic Goal: Create Value Added Measures Services

Part-time Detention Officers - \$48,272

The proposed budget includes funding for 4 part-time Detention Officers. This will free up patrol officers to spend more time in the community. Currently the department has only 1 Detention Officer who works 40 hours out of a 168 hour week. The addition of these new staff would also reduce liabilities associated with the potential injuries to the prisoners, as well as reduced paperwork.

Strategic Goal: Create Value Added Measures Services

Grants Coordinator - \$77,100

This position will eliminate the need for a consultant for many CDBG related duties and will take on the day-to-day duties of the entire CDBG program. This position will also be responsible for financial reporting and other related services for all other City grants. This position will seek new grant opportunities to help offset the cost to the General Fund, where administration funding is provided by the grant. A total of \$49,500 is anticipated to be funded with CDBG administration funds, and the remaining \$27,600 from the General Fund.

Strategic Goal: Develop and Organization for Optimum Performance

Wi-Fi access to City building - \$43,176

Funding will provide additional access points for Wi-Fi access throughout city premises. The wireless controller will soon be at the end of its life and the controller has reached the maximum amount of access points that it can support.

Strategic Goal: Develop and Organization for Optimum Performance

Rocket Mobile Communications Devices - \$54,143

This device will provide utility and first responder vehicles with fast and secure broadband internet, Wi-Fi host connectivity, and high-speed wireless data capability. It will provide the mobile users a better solution to complete daily tasks without requiring them to return to their offices. Funding is year 1 of 3 years to outfit all first responder vehicles.

Strategic Goal: Develop and Organization for Optimum Performance

Backflow prevention system for PSHQ Facility - \$20,000.

This system has failed pressure tests since 2011, and it has been recommended to be replaced by fire inspectors. Some of the components of the system are obsolete and are hard to find.

Strategic Goal: Develop and Organization for Optimum Performance

Replace Auto Call Fire Alarm Panel - \$20,000.

Funding will replace the existing auto call fire alarm panel at the Public Safety Headquarters and Fire Station #1. The panel is over 15 years old and is outdated, and the duct detectors and smoke detectors are no longer being made. Many man hours are used to continually troubleshoot issues with the panel.

Strategic Goal: Develop and Organization for Optimum Performance

Employee Pay Increase - \$620,280.

During fiscal year 2013, city employees received a 2% across the board pay increase as a result of the Employee Compensation and Benefit Study that

was completed in the first quarter of calendar year 2013. Pay adjustments for Police and Fire structures were to 100% of market. In fiscal year 2014 there were no pay increases. The 2015 fiscal year budget includes a one-time 3% increase for all full time employees. This will not increase an employee's base pay.

Strategic Goal: Create Value Added Services

Facilities Maintenance Projects - \$28,000

Funding for various citywide facility maintenance projects are included below:

\$5,500 – Carpet Replacement for dorms, and Station #3 and #4

\$3,500 – Emergency restroom and dark area lighting in the Development Services Building

\$6,000 – Council conference room remodeling, including furniture & small appliances

\$2,500 – Expended dispatch supervisor's office

\$10,500 – Technology & Innovation office renovation

Strategic Goal: Create Value Added Services

Computer Lease - \$115,000

Beginning in fiscal year 2015, the City will move toward the leasing of computer technology. Leasing will provide the flexibility to meet our ongoing technology needs, as well as provide a cost effective way to use our funds. Some options that may be available to use through the leasing option are, 1) equipment may be returned without penalty, 2) lease term may be renegotiated and extended, and 3) equipment may be purchased at its fair market value. Other benefits of leasing include the ability to keep equipment up to date, no upfront cost, and predictable monthly expenses. The computer leasing program will cover three years.

Total Highlights General Fund: \$1,186,451

Special Revenue Funds

Strategic Goal: Retain Existing Property Values

Playground for Recreation and Tennis Center - \$25,000

Funds will be utilized out of the Parkland Dedication Fund for a playground at the center that could be used by children while adults play tennis and parents work out at the gym and weight room. Camp kids would have access to the playground all summer. Funds will be expensed out of Zone 7.

Strategic Goal: Retain Existing Property Values

Exercise Stations along Oyster Creek Trail- \$55,000

Funds will be utilized out of the Parkland Dedication Fund for exercise stations along Oyster Creek Trail. Funds will be expensed out of Zone 6.

Strategic Goal: Develop and Organization for Optimum Performance and Retain Existing Property Values

In the Narcotics Seizure Fund, funding will be utilized for general equipment/building security (\$100,000), investigative/tactical equipment (\$50,000), crime prevention & training (\$50,000), and firearms (\$20,000). Funds in this special revenue fund can only be used for law enforcement purposes.

Total Special Revenue Funds: \$300,000

Other Noteworthy Highlights

Elimination Of Allocations By Departments –

For the 2015 fiscal year, the Fleet Maintenance Fund, the Technology & Innovation Maintenance Fund, and the Facilities Maintenance Fund are being eliminated and moved to the General Fund as departments/divisions. In the fiscal year 2014 budget, these funds were part of the Internal Services Fund and were funded mainly by the General Fund through allocations from various departments. By moving them to the General Fund, it eliminates the need to allocate costs from the various departments/divisions, and it eases some of the accounting and budget duties associated with setting up the allocations, processing the allocation transactions, and adjusting the allocation amounts each time the budget is adjusted in either of the three Funds.

The allocations for Fleet, Technology and Innovation, and Building Maintenance services have been reduced to zero in the various departmental General Fund budgets for fiscal year 2015. The budgets for each of the three departments/divisions, that would have otherwise been funded in the Internal Service Funds and which will be funded in the General Fund beginning fiscal year 2015, requires no General Fund departmental allocations. The totals for the three departments/divisions are \$838,789 for Fleet Maintenance, \$1,339,699 for Facilities Maintenance, and \$2,173,166 for Technology & Innovation.

CITY OF MISSOURI CITY ECONOMIC DEVELOPMENT

The City of Missouri City has experienced tremendous success from its economic development efforts. From the attraction of new enterprise to the creation of business parks as locations for new and expanding business, Missouri City has become recognized as a premier location in the Houston region for light industrial and distribution facilities. This would not have been possible if not for City Council establishing a realistic vision which it pursued responsibly creating Public-Private-Partnerships with quality developers to create business park locations.

Another critical component of the City's success and a primary incentive tool used to assist in recruitment, retention, and expansion of commercial enterprise is value added property tax abatement. Since 1999, the City of Missouri City has approved twelve tax abatements. By state law, the maximum term of an abatement is 10 years. Currently there are nine of the twelve approved abatements which are still active and all are in compliance with the terms of the agreements. Over the last ten years, the average tax abatement provided to recruit or expand business that would not have otherwise located in the City is 8.8 years, with an amount of abatement from the City of 61.42% on real and personal property. This is important as it indicates the City collects property tax revenue from abated projects, on average, of 28.58% and the Fort Bend Independent School district collects 100% of the property taxes from the assessed value from those projects.

One critical test of any economic development program is to have the projects and programs undertaken preformed as promised? Did the City get what it was promised in the agreements? In Missouri City, the answers to those questions are an unequivocal, YES! The impact of those projects is substantial. As examples, in 2013 the City of Missouri City witnessed the grand openings of Ben E Keith distribution facility, Niagara Water, as well as the continued development and expansion of Warren Alloy. But names are just the start, as of the fourth quarter of 2013, those nine projects have accounted for nearly \$184,000,000 of new assessed value on the ground and created over 500 new jobs in Missouri City. What that means to the City of Missouri City in dollars and cents at our current tax rate is \$400,967 in revenue that would not otherwise be received but for the use of incentives. Furthermore, the corporations the City has attracted have exceeded the minimum committed capital investment by investing 20% more than the ~\$153,000,000 required by the economic development incentive agreements required.

As Missouri City looks to the future, it anticipates in the short term the City will experience the build out of Lakeview Business Park, along with the continued development of Beltway Crossing Business Park. Looking toward the longer term, the City Council has set a vision for the redevelopment of Texas Parkway and the great potential to partner with the private sector to create a regional employment center on the nearly 2,000 acres of remaining land along the Fort Bend Toll Road and TX Highway 6.

**CITY OF MISSOURI CITY, TEXAS
FY 2015 STAFFING
AUTHORIZED BY DEPARTMENT**

GENERAL FUND	<i>Full-Time Positions</i>				<i>Part-Time Positions</i>			
	FY 2013 <u>BUDGET</u>	FY 2014 <u>REVISED</u>	FY 2015 <u>REQUEST</u>	FY 2015 <u>PROPOSED</u>	FY 2013 <u>BUDGET</u>	FY 2014 <u>REVISED</u>	FY 2015 <u>REQUEST</u>	FY 2015 <u>PROPOSED</u>
GENERAL GOVERNMENT								
101 Council and Management	4	3		4				
102 City Secretary	5	4		4				
103 Human Resources/Organ. Dev.	3	3	1	3		1		1
104 Legal	4	4		4	0	2		2
106 Municipal Court	7	6		6	1	2		2
108 Communications	9	8	1	8	2	2	(1)	1
109 Economic Development	<u>0</u>	<u>1</u>		<u>1</u>				
Total General Government	32	29	2	30	3	7	(1)	6
FINANCE								
110 Finance Administration	1	1		1				
112 Purchasing & Risk Management	3	3	1	3				
114 Accounting & Budget	<u>12</u>	<u>12</u>	<u>2</u>	<u>13</u>		<u>1</u>		<u>1</u>
Total Finance	16	16	3	17	0	1	0	1
POLICE								
120 Police Administration	10	10	2	10	1	2		2
122 Code Enforcement	6	6		6				
124 Support Services	23.2	23.2	8	23.2				
126 Criminal Investigation	26	28	6	28				
128 Patrol	<u>61</u>	<u>64</u>	<u>27</u>	<u>64</u>			<u>6</u>	<u>4</u>
Total Police	126.2	131.2	43	131.2	1	2	6	6
FIRE & RESCUE SERVICES								
130 Administration	3	3	1	3			1	
132 Fire Prevention	4	4	2	4				
134 Training/Education	1	1	1	1	1	1		1
136 Operations	<u>57</u>	<u>70</u>	<u>4</u>	<u>70</u>				
Total Fire	65	78	8	78	1	1	1	1
PUBLIC WORKS								
140 Administration	9	9		4				
141 Capital Projects	0	0		3				
142 Streets/Drainage/Traffic Control	13	13	2	13				
143 Engineering/Utilities Planning	0	0		3				
144 Geographic Information Services	5	4		4	1	1		1
145 Fleet Maintenance	4	4	2	4				
146 Facilities Maintenance	4	4	1	4				
148 Animal Services	<u>3</u>	<u>3</u>		<u>3</u>				
Total Public Works	38	37	5	38	1	1	0	1
PARKS & RECREATION								
150 Parks	12	11	1	11				
152 Recreation	<u>6</u>	<u>7</u>	<u>1</u>	<u>7</u>	<u>13</u>	<u>13</u>		<u>13</u>
Total Parks & Recreation	18	18	2	18	13	13	0	13
PLANNING								
160 Planning & Development	5	5	2	4	1	1		1
162 Inspections & Permits	<u>13</u>	<u>13</u>	<u>3</u>	<u>13</u>	<u>1</u>	<u>1</u>		<u>1</u>
Total Planning	18	18	5	17	2	2	0	2
TECHNOLOGY & INNOVATION								
170 Technology & Innovation	8	7	1	7	0	1	(1)	1
Total Technology & Innovation	8	7	1	7	0	1	(1)	1
TOTAL GENERAL FUND	321.2	334.2	69	336.2	21	28	5	31
SPECIAL REVENUE FUND								
250 Radio Communications	<u>0.8</u>	<u>0.8</u>		<u>0.8</u>				
Total Special Revenue Funds	0.8	0.8	0	0.8	0	0	0	0
TOTAL ALL FUNDS	322	335	69	337	21	28	5	31

ESTIMATION AND DISTRIBUTION OF PROPERTY TAX ASSESSMENT
as of March 31, 2014 - FBCAD Supplemental #19 & HCAD Batch #6

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
TAXABLE VALUE	4,160,430,873	4,504,951,656	4,504,125,221	5,014,888,533
TIRZ #1, #2, & #3 VALUE	<u>260,947,469</u>	<u>260,947,469</u>	<u>295,668,541</u>	<u>310,451,969</u>
	3,899,483,404	4,244,004,187	4,208,456,680	4,704,436,564
Collection Percentage	100%	100%	100%	95.00%
LEVY				
General Fund Levy	13,982,378	16,143,343	16,008,128	17,894,736
Debt Service Levy	<u>7,262,008</u>	<u>8,206,631</u>	<u>8,137,893</u>	<u>8,642,121</u>
Total Levy	22,666,027	25,847,160	25,842,418	28,772,923
Current Collections - General	13,982,378	16,143,343	16,008,128	17,000,000
Current Collections - TIRZ #1	416,295	427,607	484,050	490,726
Current Collections - TIRZ #2	618,638	681,872	870,197	863,000
Current Collections - TIRZ #3	286,580	285,630	344,010	338,431
Current Collections - Debt Service	<u>7,262,008</u>	<u>8,206,631</u>	<u>8,137,893</u>	<u>8,642,121</u>
Total Current Collections	22,565,898	25,745,083	25,844,277	27,334,278
TAX RATE SUMMARY				
General Fund	0.35857	0.38038	0.38038	0.38038
Debt Service	<u>0.18623</u>	<u>0.19337</u>	<u>0.19337</u>	<u>0.19337</u>
TOTAL	0.54480	0.57375	0.57375	0.57375



**GENERAL FUND SUMMARY SCHEDULE OF REVENUES, EXPENDITURES
AND NET CHANGE IN FUND BALANCE**

		FY 2014	FY 2014	Fund 101
	FY 2013	Original	Year-End	FY 2015
	Actual	Budget	Estimate	Proposed
				Budget
REVENUES BY SOURCE				
AD VALOREM TAXES	14,519,803	17,036,724	16,193,673	18,581,850
OTHER TAXES	7,165,627	7,330,000	7,503,033	8,020,000
LICENSES & PERMITS	1,868,943	1,366,800	1,835,664	1,701,300
FINES & FORFEITURES	1,080,020	1,115,700	889,065	930,600
FRANCHISE FEES	3,393,202	3,450,000	3,731,576	3,725,000
INTERGOVERNMENTAL REVENUES	1,441,848	1,481,953	1,258,416	1,731,700
OTHER REVENUES	1,766,201	2,386,950	2,637,517	2,373,670
OTHER FINANCING RESOURCES	1,220,422	1,359,074	1,380,417	1,466,967
TOTAL REVENUES AND RESOURCES	32,456,066	35,527,201	35,429,361	38,531,087
EXPENDITURES BY DEPARTMENT				
GENERAL GOVERNMENT	3,849,964	4,619,155	4,382,662	4,921,164
FINANCE	1,700,716	1,739,870	1,785,430	1,657,174
POLICE	11,546,779	12,794,642	12,373,517	11,738,852
FIRE	7,096,264	7,960,799	7,752,466	7,774,335
PUBLIC WORKS	3,884,243	4,118,055	4,207,054	6,147,816
PARKS & RECREATION	2,596,575	2,862,662	2,946,022	2,479,527
DEVELOPMENT SERVICES	1,303,724	1,371,977	1,485,012	1,372,575
TECHNOLOGY & INNOVATION	-	-	-	2,173,166
OTHER FINANCING USES	473,613	-	59,356	1,121,850
TOTAL EXPENDITURES BY DEPARTMENT	32,451,878	35,467,160	34,991,519	39,386,459
NET REVENUES OVER/(UNDER) EXPENDITURES	4,188	60,041	437,843	(855,372) *
BEGINNING FUND BALANCE, JULY 1	8,415,238	8,414,462	8,419,426	8,857,269
BUDGET RESERVE		1,015,000	1,015,000	
ENDING FUND BALANCE, JUNE 30	8,419,426	7,459,503	7,842,269	8,001,897
Fund Balance as a % of Revenues and Resources	25.94%	21.00%	22.13%	20.77%

*The negative Revenue Over(Under) Expenditures amount of (\$855,372) includes one time non-operational expenditures for replacement funds for I.T. and Fleet.

GENERAL FUND
SCHEDULE OF REVENUES AND RESOURCES BY LINE ITEM

	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	Fund 101 FY 2015 Proposed Budget
PROPERTY TAXES & PENALTIES					
41001 PROPERTY TAX - CURRENT*	14,136,310	16,571,724	16,571,724	15,771,135	18,121,850
41002 PROPERTY TAX - DELINQUENT*	206,637	250,000	250,000	233,340	250,000
41003 PROPERTY TAX - PENALTIES	120,685	150,000	150,000	136,065	150,000
41004 PROPERTY TAX - INTEREST	-	-	-	-	-
41005 PROPERTY TAX - ATTORNEY FEES	56,054	65,000	65,000	53,133	60,000
41010 PROPERTY TAX - MISCELLANEOUS	117	-	-	-	-
TOTAL AD VALOREM TAXES	14,519,803	17,036,724	17,036,724	16,193,673	18,581,850
OTHER TAXES					
42001 CITY RETAIL SALES TAX	7,179,590	7,300,000	7,300,000	7,542,335	8,000,000
42002 CITY SALES TAX - REBATE	(48,744)	-	-	(67,262)	(10,000)
42003 STATE BEVERAGE TAX	34,781	30,000	30,000	27,960	30,000
TOTAL OTHER TAXES	7,165,627	7,330,000	7,330,000	7,503,033	8,020,000
LICENSES & PERMITS					
43001 ZONING VARIANCES	300	300	300	300	600
43002 ZONING AMENDMENTS	19,200	20,000	20,000	20,501	20,000
43003 PLAT FEES	98,779	65,000	65,000	53,983	65,000
43004 RECALL INSPECTION FEES	16,100	12,000	12,000	18,018	15,000
43005 GENERAL FIRE INSPECTION	15,225	60,000	60,000	25,974	17,000
43006 BUILDING PERMITS	377,243	300,000	300,000	528,110	435,000
43007 CHANGE OF OCCUPANCY	6,000	6,000	6,000	9,475	8,000
43008 PLUMBING PERMITS	103,860	60,000	60,000	101,924	100,000
43009 ELECTRICAL PERMITS	101,456	65,000	65,000	99,950	100,000
43010 AIR CONDITIONING PERMITS	92,528	70,000	70,000	100,190	95,000
43011 POOL PERMITS	3,040	2,000	2,000	3,401	3,000
43012 SIGN PERMITS	24,161	20,000	20,000	25,324	25,000
43013 ELECTRICAL LICENSE	-	-	-	(465)	-
43014 PLAN CHECK FEES	225,168	150,000	150,000	240,688	200,000
43015 AFTER HOURS INSPECTIONS	7,910	5,000	5,000	9,717	7,500
43016 LIQUOR LICENSES	6,449	9,000	9,000	8,055	8,000
43017 SOLICITORS LICENSES	3,235	4,000	4,000	4,193	-
43018 INFRASTRUCTURE FEES	406,529	200,000	200,000	239,531	250,000
43019 LIEN REIMBURSEMENT	219	500	500	2,173	500
43020 HEALTH PERMITS	81,208	70,000	70,000	94,764	95,000
43021 HOUSING CODE INSPECTIONS	-	-	-	-	-
43022 PUB WRKS AFTER HRS INSP.	-	-	-	-	-
43023 SIENNA PLANTATION-PRORATION	60,671	62,000	62,000	61,686	62,000
43024 CONTRACTOR REGISTR FEE	61,195	60,000	60,000	62,718	65,000
43025 DESIGN REVIEW FEE	31,327	20,000	20,000	32,654	20,000
43026 PUB WORKS PLAN REVIEW FEE	36,630	25,000	25,000	25,237	30,000
43027 RIVERSTONE INSPECTION FEE	29,000	11,000	11,000	19,700	19,700
43028 HOUSING RENTAL REGISTRATION	61,510	70,000	70,000	47,863	60,000
TOTAL LICENSES & PERMITS	1,868,943	1,366,800	1,366,800	1,835,664	1,701,300
FINES & FORFEITURES					
44001 FINES	802,877	800,000	800,000	639,041	700,000
44002 FORFEITURES	-	-	-	-	-
44003 WARRANT FEES	59,055	64,000	64,000	58,603	60,000

GENERAL FUND
SCHEDULE OF REVENUES AND RESOURCES BY LINE ITEM

					Fund 101
	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	Actual	Original Budget	Revised Budget	Year-End Estimate	Proposed Budget
44004 DDC-INSURANCE	18,049	19,000	19,000	11,739	15,000
44005 ADMINISTRATIVE FEES	43,374	36,000	36,000	32,785	32,000
44006 ARREST FEES	58,859	68,000	68,000	46,243	40,000
44007 CASH/OVER & UNDER	866	-	-	63	-
44009 MISC MUNICIPAL COURT FEES	1,879	-	-	817	500
44010 COLLECTION AGENCY FEES	63,023	95,000	95,000	66,347	50,000
44011 JUDICIAL EFFICIENCY	4,147	4,700	4,700	3,544	4,000
44012 LOCAL-NO RESTRICTION	27,166	26,000	26,000	25,177	25,000
44013 OVER PAYMENT	-	-	-	-	-
44014 COURT TECHNOLOGY FEE	-	-	-	-	-
44015 MOTOR CARRIER FINES	1,991	2,000	2,000	4,806	4,000
44016 OVERWEIGHT VEHICLE FINES	(1,266)	1,000	1,000	(100)	100
TOTAL FINES & FORFEITURES	1,080,020	1,115,700	1,115,700	889,065	930,600
FRANCHISE FEES					
45001 GAS	331,925	440,000	440,000	346,220	350,000
45002 TELEPHONE	274,073	310,000	310,000	352,095	350,000
45003 ELECTRIC	1,916,801	1,900,000	1,900,000	2,012,423	2,000,000
45004 CABLE TV	769,177	560,000	560,000	628,741	675,000
45007 FRANCHISE - SOLID WASTE	101,226	240,000	240,000	392,097	350,000
TOTAL FRANCHISE FEES	3,393,202	3,450,000	3,450,000	3,731,576	3,725,000
INTERGOVERNMENTAL REVENUES					
46001 FEDERAL GRANTS	-	-	-	-	-
46002 CRIME VICTIM	49,607	53,894	5,901		
46005 BULLET PROOF VESTS	3,745	5,194	1,966		
46009 FB HIDTA OVERTIME	3,805	5,000			
46010 FB COUNTY TRAINING	14,254	12,000			
46011 DIVE TEAM	-	-			
46012 IP SURVEILLANCE CAMERAS	7,599	-			
46013 COPS GRANT	212,941	311,505		304,564	
46014 FED GRANT-HOMELAND SECURITY	-	-			
46015 DOJ - PANORAMIC CAMERA GRANT	-	-			
46016 HLS-HANDHELD/MOBILE RADIO GRNT	795,494	-			
46017 TASERS	12,173	-			
46103 HGAC HOUSEHOLD WASTE	13,451	-			
46104 FEDERAL GRANT - SECO	-	-			
46105 AUTO BUGLARY-THEFT GRANT	148,662	-			
46106 ABTPA PROG INCOME	4,243	-			
46107 PARKS/WILDLIFE GRANT	-	-			
46108 STEP 2013 WAVE DWI	2,109	-		1,176	
46201 MISCELLANEOUS GRANTS	-	-			
47101 FIRE DEPT REIMB.	142,506	160,000	160,000	184,981	200,000
47105 ANIMAL CONTROL REIMB.	20,088	14,000	14,000	15,877	1,700
47106 HCC LEASE REIMBURSEMENT	-	-	-		
47107 STA-MO LEASE REIMB.	11,171	19,000	19,000	30,730	30,000
47115 FIRE STA 5 SIENNA REIMB		901,360	901,360	721,088	1,500,000
TOTAL INTERGOVERNMENTAL REVENUE	1,441,848	1,481,953	1,102,227	1,258,416	1,731,700

GENERAL FUND
SCHEDULE OF REVENUES AND RESOURCES BY LINE ITEM

	FY 2013	FY 2014	FY 2014	FY 2014	Fund 101
	Actual	Original	Revised	Year-End	FY 2015
		Budget	Budget	Estimate	Proposed
					Budget
OTHER REVENUES		-	-	-	
49000 INTEREST INCOME	(165,614)	120,000	120,000	111,052	130,000
49001 CASH OVER/UNDER-CASHIERS	185	-	-	95	100
49002 MAPS	-	-	-	-	-
49003 MISSOURI CITY HISTORY BKS	27	-	-	42	20
49004 DONATION-50TH ANNIVERSARY	32	-	-	-	-
49005 CHILD SAFETY FEES	76,132	76,000	76,000	6,594	70,000
49006 CITY SECRETARY DEPT MISC	-	-	-	-	-
49007 DONATION-ECONOMIC DEV	15,000	-	-	-	-
49008 TOWER LEASE	44,426	18,000	18,000	48,428	50,000
49009 MCTV SPONSORSHIPS	18	-	-	-	-
49100 CASH OVER/UNDER-PCARD	-	-	-	-	-
49101 NSF CHECK ALLOWANCE	791	800	800	863	800
49102 SALE OF SALVAGE	3,210	2,000	2,000	-	4,000
49103 INSURANCE REIMBURSEMENT	16,274	-	-	8,067	5,000
49104 LATE FEES	270	250	250	-	200
49105 DISASTER REIMBURSEMENT	-	-	-	-	-
49106 UNAPPLIED PERSONNEL COSTS	-	600,000	600,000	600,000	350,000
49107 PCARD REBATE	115,686	115,000	115,000	118,652	120,000
49108 PURCHASING MISCELLANEOUS	936	400	400	300	500
49109 PERMITTED BURGLAR FALSE ALARM	62,475	42,000	42,000	49,455	60,000
49110 UNPERM. BURGLAR FALSE ALARM	3,800	5,000	5,000	1,607	2,000
49111 ALARM PERMIT REGISTRATION FEES	358,550	375,000	375,000	309,422	350,000
49112 PERMITTED FIRE FALSE ALARMS	175	1,500	1,500	-	-
49113 UNPERMITTED FIRE FALSE ALARMS	-	500	500	167	-
49120 ALARM BILL COLLECTION FEE	5,033	-	-	3,623	4,000
49122 LEADERSHIP EVENTS	-	-	-	1,900	8,400
49200 MISC - POLICE	10,125	10,000	10,000	13,959	14,000
49201 DONATIONS - POLICE	1,300	7,000	-	-	-
49202 POLICE DEPT MISCELLANEOUS	8,480	10,000	10,000	8,968	8,000
49203 POLICE SEMINARS	11,400	-	-	19,000	-
49204 PROTECTOR MEMORIAL PAVERS	341	200	200	130	50
49300 DONATIONS - FIRE	12,400	500	-	-	-
49301 FIRE DEPT MISCELLANEOUS	-	-	-	-	-
49302 FIRE SEMINARS	-	1,500	1,500	500	-
49303 FIRE DIST PROTECTION PMTS	827,150	725,000	725,000	927,962	850,000
49304 FIRE CLEAN UP FEES	-	20,000	20,000	13,333	-
49400 ANIMAL LICENSE FEES	2,325	2,300	2,300	2,414	2,500
49403 TRAFFIC CONTROL OPERATION	10,800	10,000	10,000	9,900	10,800
49405 STREETS DEPT MISCELLANEOUS	-	1,000	1,000	57,932	-
49406 ENGINEERING DEPT MISCELLANEOUS	-	-	-	-	-
49411 DONATIONS - ANIMAL CONTROL	150	-	-	-	-
49501 REC LEISURE CLASSES	64,587	40,000	80,000	81,682	90,000
49502 ATHLETIC LEAGUE FEES	11,501	5,000	5,000	8,156	15,000
49503 RECREATION CENTER FEES	133,595	120,000	120,000	147,847	150,000
49504 SPECIAL EVENTS	7,371	8,000	8,000	6,828	8,000
49505 REC - ADVERTISING FEES	-	-	-	-	-
49506 FACILITIES RENTAL	67,072	65,000	65,000	63,693	70,000
49508 RECYCLING	-	-	-	-	-
49509 DONATIONS - PARKS	1,219	-	-	-	-
49510 DONATIONS-URBAN FORESTRY	8,920	-	-	-	-

GENERAL FUND
SCHEDULE OF REVENUES AND RESOURCES BY LINE ITEM

	FY 2013	FY 2014	FY 2014	FY 2014	Fund 101
	Actual	Original	Revised	Year-End	FY 2015
		Budget	Budget	Estimate	Proposed
					Budget
49512 PARKS DEPT MISCELLANEOUS	-	-	-	-	-
49513 RECREATION DEPT MISCELLANEOUS	1,144	-	-	305	300
49515 DONATION-MC DAY @ CAPITOL	8,500	-	-	-	-
49600 MISCELLANEOUS	40,415	5,000	5,000	14,641	-
TOTAL OTHER REVENUES	1,766,201	2,386,950	2,419,450	2,637,517	2,373,670
OTHER FINANCING RESOURCES					
49905 TRANSFER FROM FUND 220	-	-	-	-	24,785
49906 TRANSFER FROM FUND 223	39,765	42,000	42,000	31,955	41,194
49908 TRANSFER FROM FUND 260	100,000	100,000	100,000	100,000	100,000
49909 TRANSFER FROM FUND 261	24,525	46,555	46,555	46,555	24,536
49910 TRANSFER FROM FUND 262	36,592	46,949	46,949	46,949	43,150
49911 TRANSFER FROM FUND 265	16,589	29,559	29,559	29,559	16,922
49916 TRANSFER FROM FUND 401	800,000	800,000	800,000	800,000	800,000
49934 TRANSFER FROM FUND 506 (SB/FB)	-	-	-	26,000	40,000
49924 TRANSFER FROM FUND 540	202,951	269,011	269,011	269,011	309,080
49925 TRANSFER FROM LGC	-	25,000	25,000	25,000	-
49926 TRANSFER FROM FUND 505	-	-	-	-	45,000
49937 TRANSFER FROM FUND 575 (HOT)	-	-	-	5,388	6,300
49938 TRANSFER FROM FUND 580 (SOLID WASTE)	-	-	-	-	16,000
TOTAL OTHER FINANCING RESOURCES	1,220,422	1,359,074	1,359,074	1,380,417	1,466,967
TOTAL REVENUES AND RESOURCES	32,456,066	35,527,201	35,179,975	35,429,361	38,531,087

*In FY 2013 & FY 2014, TIRZ incremental taxes were paid directly from property taxes received. In FY 2015, TIRZ incremental taxes will be transferred for payment out of an expenditure account in the General Administration division.

**GENERAL FUND-SUMMARY
EXPENDITURES BY DEPARTMENT/DIVISION**

						Fund 101 FY 2015 Proposed Budget
		FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	
	PERSONNEL	22,115,583	24,386,599	23,837,254	23,290,938	26,564,185
	COMMODITIES	3,993,783	3,644,645	3,741,756	3,755,290	4,076,880
	CONTRACTUAL SERVICES	4,592,465	5,435,088	5,593,218	6,188,734	4,951,854
	OTHER SERVICES	1,270,849	1,766,088	1,689,761	1,430,372	2,600,190
	CAPITAL OUTLAY	5,585	234,740	245,819	266,829	71,500
	OTHER FINANCING USES	473,613	-	58,708	59,356	1,121,850
	TOTAL	32,451,878	35,467,160	35,166,516	34,991,519	39,386,459
101-10-101	COUNCIL & MANAGEMENT	1,006,124	849,762	863,760	892,983	866,397
101-10-102	CITY SECRETARY	403,832	412,909	413,174	426,311	348,484
101-10-103	HUMAN RES. & ORG DEV	539,541	624,610	649,381	606,949	561,775
101-10-104	LEGAL	569,067	614,388	614,388	655,977	625,383
101-10-106	MUNI COURT	699,314	792,598	792,598	850,037	592,649
101-10-107	GENERAL ADMINISTRATION	473,613	250,000	218,058	93,064	2,002,130
101-10-108	COMMUNICATIONS	632,086	812,109	817,823	662,315	681,007
101-10-109	ECONOMIC DEVELOPMENT	-	262,779	262,779	254,382	365,189
	TOTAL GENERAL GOVERNMENT	4,323,577	4,619,155	4,631,961	4,442,018	6,043,014
101-12-110	FINANCE ADMINISTRATION	243,701	247,481	306,881	248,480	250,845
101-12-112	PURCHASING & RISK MNGT	230,427	235,500	237,851	239,535	214,205
101-12-114	ACCOUNTING	1,226,588	1,256,889	1,256,889	1,297,415	1,192,124
	TOTAL FINANCE	1,700,716	1,739,870	1,801,621	1,785,430	1,657,174
101-13-120	POLICE ADMINISTRATION	1,272,131	1,234,967	1,184,861	1,333,607	1,215,365
101-13-122	CODE ENFORCEMENT	338,837	497,073	497,073	417,677	467,772
101-13-124	SUPPORT SERVICES	1,603,910	1,649,768	1,649,768	1,611,421	1,534,486
101-13-126	CID	2,413,060	2,700,735	2,533,272	2,624,196	2,568,518
101-13-128	PATROL	5,918,841	6,712,099	6,396,008	6,386,616	5,952,711
	TOTAL POLICE	11,546,779	12,794,642	12,260,982	12,373,517	11,738,852
101-14-130	ADMINISTRATION	1,136,220	503,064	491,089	547,420	369,602
101-14-132	PREVENTION	427,080	499,075	499,056	514,071	451,173
101-14-134	TRAINING	234,835	282,239	284,175	279,358	311,774
101-14-136	OPERATIONS	5,298,129	6,676,421	6,711,082	6,411,617	6,641,786
	TOTAL FIRE	7,096,264	7,960,799	7,985,402	7,752,466	7,774,335
101-15-140	ADMINISTRATION	999,305	1,054,367	1,087,666	1,135,956	557,038
101-15-141	CAPITAL PROJECTS*	-	-	-	-	214,239
101-15-142	STREETS/DRAINAGE/TRAFFIC	2,301,917	2,470,846	2,483,393	2,481,566	2,289,769
101-15-143	ENGINEERING/UTILITY PLANNING*	-	-	-	-	391,625
101-15-144	GIS	373,505	371,545	368,018	371,287	306,409
101-15-145	FLEET MAINTENANCE*	-	-	-	-	838,789
101-15-146	FACILITIES MAINTENANCE*	-	-	-	-	1,339,669
101-15-148	ANIMAL CONTROL	209,516	221,297	221,310	218,245	210,278
	TOTAL PUBLIC WORKS	3,884,243	4,118,055	4,160,387	4,207,054	6,147,816
101-16-150	ADMINISTRATION	1,731,971	1,802,089	1,814,804	1,775,060	1,598,481
101-16-152	RECREATION	864,604	1,060,573	1,128,382	1,170,962	881,046
	TOTAL PARKS & RECREATION	2,596,575	2,862,662	2,943,186	2,946,022	2,479,527
101-17-160	PLANNING	463,183	514,637	525,637	522,143	514,806
101-17-162	INSPECTIONS	840,541	857,340	857,340	962,869	857,769
	TOTAL DEVELOPMENT SERVICES	1,303,724	1,371,977	1,382,977	1,485,012	1,372,575
101-18-170	TECHNOLOGY & INNOVATION*	-	-	-	-	2,173,166
	TOTAL TECH. & INNOVATION	-	-	-	-	2,173,166
	TOTAL GENERAL FUND	32,451,878	35,467,160	35,166,516	34,991,519	39,386,459

*Fleet Maintenance, Facilities Maintenance and Technology & Innovation were recorded in the Internal Service Funds prior to FY 2015.

*Capital Projects and Engineering/Utility Planning are split from Administration beginning FY 2015.

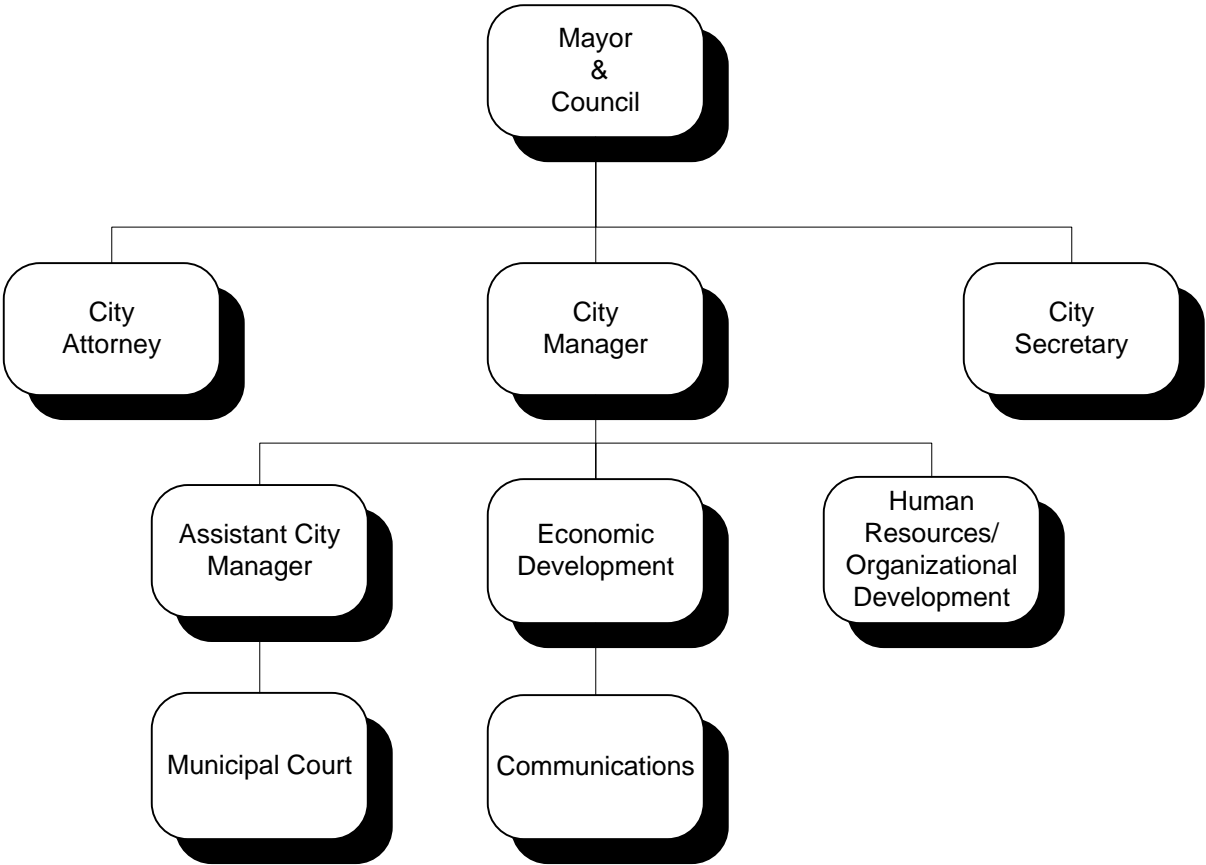
**DEPARTMENTAL VISION
STATEMENT**

To be known as the City with the most effective, efficient and responsive service delivery in the state of Texas

**DEPARTMENTAL MISSION
STATEMENT**

To provide superior customer service to all members of the community

GENERAL GOVERNMENT
<ul style="list-style-type: none">▪ Council and Management▪ City Secretary▪ HR & Org. Development▪ Legal▪ Municipal Court▪ Contingency▪ Communications▪ Economic Development



DEPARTMENT: **GENERAL GOVERNMENT**

FUNDING SOURCE: **GENERAL FUND**

FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

Council and Management

- ❑ Developed the City's Strategic Plan for 2014-2019-2029 with the City Council to provide guidance for the community's growth and direction.
- ❑ Conducted a citizen survey for measuring satisfaction levels on operations and services, as well as providing priorities for future projects and programs.
- ❑ Completed the Leadership Team Playbook with the Leadership Team, which sets the mission, shared values of the organization.
- ❑ Finalized the review and prioritization of possible bond projects for a future bond referendum with the citizen-led Bond Exploratory Committee and brought a bond package for the Council's consideration and successful vote by the voters.
- ❑ Promoted Missouri City at the annual International Council of Shopping Centers (ICSC) conference in Las Vegas, Nevada and annual ICSC Texas conference in Dallas, Texas.
- ❑ Participated with the Greater Houston Partnership and Greater Ft. Bend Economic Development Council in making presentations to local brokerage groups in the Houston area.
- ❑ Completion of agreement with respective MUD's on the Kitty Hollow Park regional trail.
- ❑ Completion of agreement with Ft. Bend County and respective MUD's on the Vicksburg Blvd. extension.
- ❑ Hiring of a police chief, which involved focus groups from the Police Department and community groups, along with interview panels from area law enforcement.
- ❑ Completed the new contract with the Gulf Coast Water Authority for the City's continued water supply.

City Secretary

- ❑ Developed a process with GIS to efficiently provide current information for updated maps based on City Council action
- ❑ Completed annual citizen appointments/reappointments/education to City Boards/Committees/Commission for year 2013 to 2014 and swore members in during regular City Council meetings
- ❑ Successfully coordinated the City's First Annual Thank You Dinner Reception for the City's Board, Committee, and Commission members with the Communications Department
- ❑ Continued training of staff in use of upgraded software Questys CMx
- ❑ Ongoing assistance to Inspections Division with organizing and identifying drawings for Questys archive and destruction of paper records
- ❑ Successfully led Missouri City's Second Annual Clean you Files day in on Friday, September 20, 2014. This is an opportunity for all City staff to focus on cleaning out files (both paper and electronic), as well as their work areas and equipment. Below are the results:

53	boxes	from the storage center were destroyed/shred
8	64 gallon	(full) bins were destroyed/shred
26	96 gallon	(full) bins were destroyed/shred

- ❑ Continued to improve public access to requested municipal records and other information utilizing technology for fast response
- ❑ City Secretary Staff provided administrative assistance to the City Manager, Assistant City Manager, Economic Development Coordinator and City Attorney
- ❑ Continued to update master inventory of the boxes stored on the third floor allowing staff to assist departments with ease in locating boxes, and permitting records staff a more efficient process for preparing the annual destruction report of boxes

- ❑ Informed staff of recent updates to the Texas State Library retention schedules regarding records management for electronic and paper documents
- ❑ Overseeing the codification of ordinances and updating the City's Municipal Code of Ordinances
- ❑ Assisted in the coordinating Bond Exploratory Committee meetings and distribution of meeting material to members and posted to the City's website
- ❑ Continued cross training existing Staff with departmental processes
- ❑ Maintained the Local Vendor List for the small business program
- ❑ Maintained Council's webpage with current information, council meeting agendas and minutes
- ❑ Digitized microfilm from the City's Finance department ranging in years from 1973 to 1991 with general ledger reports, payroll, retirements, and audits; and the Development Service's department with Planning & Zoning Committee meeting minutes from November 1963 to December 1984, the Board of Adjustment case files from 1990 with maps and historical data for the City's content management software, Questys.

Municipal Court

- ❑ Successfully implemented Incode v9
- ❑ Participated in the celebration and recognition of Texas Municipal Courts Week
- ❑ Ensured court personnel received continuing education hours necessary to attain or maintain certification through seminars/conferences sponsored by Texas Municipal Courts Education Center
- ❑ Monika Whitsey and Tanya Munoz attained Level II certification
- ❑ Norma West was awarded Distinguished Service Award, Texas Court Clerks Association
- ❑ Participated in Statewide Warrant Round Up

Communications

- ❑ **Facebook** - Launched the City's official Facebook presence. Created engaging and interactive posts that successfully increased brand awareness and extended community partnerships. The addition of the City's Facebook page has also increased traffic to the City's website and has afford residents the opportunity to communicate with the City in real time. The City's Facebook profile currently has more than 600 likes.
- ❑ **Name this Classy Cow Campaign** - Leveraging technology's power to encourage, facilitate and to increase citizen-dialogue is what the "Name this Classy Cow" campaign worked to accomplish. The campaign was lunched with an effective call-to-action to submit names for the cow. Citizens were then encouraged to vote on these specific names via the City's social media presence – Facebook and Twitter. The campaign serves as a good model for increasing civic engagement by helping public agencies think about the questions they should be asking when creating social media engagement projects. "How to leverage the expertise and resources to support the project?", "Who are the stakeholders that should be involved in this project?", and "What does our audience care about? How can we engage them while meeting needs?" were all questions considered when creating this campaign.
- ❑ **Missouri City Night with the Skeeters** - The primary objective was to celebrate community success by partnering with the Sugar Land Skeeters to host a community night out, featuring family fun, a special City tribute, raffle prizes, and live pre-game performances. The task was to incorporate print, email marketing and social media aspects to increase awareness on the community event – to create a memorable image (custom ticket) that could be easily identified and associated with the campaign. A portion of ticket proceeds were set aside for the program and more than \$1,200 was raised for the "I Choose to Follow the Rules" initiative. The City's Facebook likes and Twitter followers also increased. The City became socially connected with new members of the community including the Sugar Land Skeeters.
- ❑ **Twitter** - Continued the success of the City's Twitter presence by incorporating an outreach campaign that involved tweeting directly to at least three new followers a day. The outreach also utilized the 80/20 rule; tweeting 80% original content that provides value to followers and no more than 20% promotional content. The City's Twitter profile currently has more than 1,000 followers.
- ❑ **Social Media Management** - Expanded the City's social media management via **Hootsuite** by creating a *MCTX Social Media Team* to empower Communication team members to collaborate and engage.
- ❑ **El Dorado Bridge Grand Opening** – Designed a community ceremony, incorporating citizens, elected officials, stakeholders and City employees. Focus was on the completion of a mobility project that not

only improves travel for pedestrians, bikers and golfers but one that also beautifies the area. Created an artistic bridge photo (blending of old and new bridge) for the El Dorado Bridge Grand Opening. The photo was presented as a gift during the ceremony. The merged photo is symbolic of the strong civic, community and City bond that continue to be a link to Missouri City's history and a bridge to a bright future.

- ❑ **Missouri City Day at the Capital** – Organized a trip to the State Capital for citizens, stakeholders and elected officials to promote awareness about the City's role as a dynamic community and to establish partnerships with legislators, their staff and agency personnel, and to communicate needs and issues of particular interest affecting Missouri City. City representatives distributed information to all representatives and senators and hosted a reception for legislators and their staff members that included a dessert contest between Missouri City restaurateurs. Missouri City was recognized with "Missouri City Day" proclamations that were read and approved on the floor. The City was recognized for its diversity, its status as one of the fastest growing cities in the nation, a safe place to live, and its importance in the history of Texas as the location of the first railroad in the state. Designed the invitation used for event promotion.
- ❑ **Missouri City Leadership LUNCHEON Series** – Launched program, scheduling guest speakers to expound on economic development, growth and trends in the region. Headliners have included business executives, school administrators, elected officials and stakeholders. Emphasis is on creating an ongoing dialogue that stresses the City's partnerships in the area and its significance in the County. Focus in the future will be growing attendance. Additionally, we expanded the branding of the Leadership LUNCHEON Series by creating custom welcome poster designs and other print collateral including *Missouri City in Focus*, the accompanying economic development focused newsletter, guest speaker photo gifts and custom podium signage.
- ❑ **LED Digital Signage** - Created digital displays that provide the City with a unique opportunity to reach a diverse audience in a dynamic manner. This is an important resource for the City that provides many intangible benefits of an enhanced customer experience and brand awareness.
- ❑ **Municipal Solid Waste Program** – Began transition of all functions and responsibilities to the Communications Team, in partnership with Public Works. Designed the solid waste decal for use on Republic Services trucks.
- ❑ **Billboard Creative** - Custom billboard design for City Centre at Quail Valley / Quail Valley Golf Course. **Estimated cost savings: \$3,500.**
- ❑ **Marketing for City Centre at Quail Valley** - Created promotional materials highlighting the Centre as the "premier site for your special family events, business meetings and community gatherings." Ad design was featured in Fort Bend Lifestyles & Homes. **Estimated cost savings: \$2,100**
- ❑ **Marketing for City Centre at Quail Valley / Bluebonnet Grille** - Continued successful advertising campaign of CCQV's brunch and dinner destination series and other ongoing promotions.
- ❑ **2014 City Budget Cover** - Design graphically celebrates some of the City's successes.
- ❑ **Missouri City in Focus** - Designed to complement the City's Leadership LUNCHEON series, highlights economic news and successes.
- ❑ **Livestream** - Managed the live streaming media feed of Fire and Rescue Services' open house event on LiveStream and incorporated live feed on both the City's website and social media networks.
- ❑ **CDBG Needs Assessment Survey** - Designed and implemented the marketing survey for the CDBG Needs Assessment – compiled survey results for analysis.
- ❑ **High-Quality Video Productions** – Produced numerous videos to promote, market and showcase the City to Missouri City Television and YouTube viewers.
- ❑ **Citizens' University** – Launched the second year of the program with an increased emphasis on educating residents about City operations through enhanced interactivity and hands-on learning.
- ❑ **Bond Information Materials** – Produced and designed informational handout and poster boards; coordinated citizen and media outreach.
- ❑ **Citizens Survey** – Coordinate project with survey vendor to assess citizen input and feedback on essential services and programs.

- ❑ **HEB Healthy Challenge** – Coordinated City-Citizen participation; placed third in the statewide health and fitness initiative. Challenge video produced featuring Mayor Allen Owen earned a prestigious Bronze Telly Award.

Human Resources & Organizational Development

- ❑ The HR/OD successfully launched the City's its first annual benefits enrollment for the 2014 calendar year, using the new MUNIS system. This new system allowed employees to complete benefits selection, coverage changes or personal information update from any location with internet access. This almost paperless process significantly increase overall efficiency, reduces the incidence of human error and ensures that our employees maximize the outstanding benefit package the City offers its employees.
- ❑ HR/OD staff spearheaded the City's Annual United Way Campaign that raised \$4, 944.00 in contributions from employees.
- ❑ HR/OD planned, scheduled and presented medical, dental, vision and similar insurance enrollment and/change information, for calendar year 2014, to 92% of active and retired employees during 13 sessions at various times throughout the week long annual enrollment period.
- ❑ HR/OD partnered with the City's benefits consultants to successfully negotiate and renew medical, dental, vision and related benefits, which resulted in a minimal increase to premiums for retired employees and active employees.
- ❑ HR/OD received 6,625 online applications to date, during this fiscal year; classified and forwarded those applications from individuals who met the minimum qualifications of advertised jobs to hiring managers in the City.
- ❑ Responded to more than 2000 inquiries from surrounding and/or market cities on salary data, benefits, policy, procedures, survey completion, or similar inquiries during the fiscal year.
- ❑ Prepared, responded to more than 6 unemployment/separation claims during the fiscal year.

Legal

- ❑ Finalized implementation of the city-wide legislative agenda program; briefed appropriate city personnel regarding adopted statutes; drafted city ordinances impacted by adopted legislation; partnering with Economic Development regarding refining the legislative program for ensuing legislative terms.
- ❑ Drafted sex offender ordinance and provided related legal analysis.
- ❑ Drafted metal recycling and crafted precious metal dealer ordinance and provided related legal analysis.
- ❑ Drafted zoning text amendments regulating credit access businesses, pawn shops and the unified ownership of planned developments.
- ❑ Finalized the Vicksburg Extension Construction Agreement between multiple governmental agencies.
- ❑ Finalized the 8th and 9th Amendments to the Sienna Plantation Joint Development Agreement.
- ❑ Finalized the Strategic Partnership Agreements with Sienna Plantation Municipal Utility Districts 4, 5, 6 and 7.
- ❑ Prepared a legal analysis of the personnel manual for review by the Department of Human Resources and Organizational Development.
- ❑ Provided legal analysis and prepared related contractual documentation related to a water diversion contract, County park water and wastewater services contract, wastewater treatment permit transfer contract, and joint levee, access and water facility uses contract.
- ❑ Reviewed financial instruments including certificate of obligation issuances, refunding bond issuance and lease purchases.
- ❑ Drafted ordinances for city consideration adopting and amending the most recent version of certain International Building Codes.
- ❑ Provided legal advice related to the electricity franchise ordinance.
- ❑ Provided legal advice related to the regional water agreements.
- ❑ Drafted trust agreement and related documentation for health insurance premium savings.

Economic Development

- ❑ Niagara grand opening and commencement of operations
- ❑ Ben E Keith grand openings and commencement of operations
- ❑ Update to tax abatement guidelines
- ❑ Hiring a new director for the department
- ❑ Establishing review protocols for incentives
- ❑ Holding a brokerage event in cooperation with the City of Sugar Land's Economic Development Department which attracted 70 real estate professionals
- ❑ Organizing a "wine flight" broker event for Granite Properties for recognized leaders in the Houston real estate community at no cost to the city.
- ❑ Representing the City of Missouri City as the Secretary of the gulf coast chapter of CCIM
- ❑ Secured a \$13,000 grant from CenterPoint for economic development

DEPARTMENTAL DESCRIPTION

General Government provides overall direction and administration of the City organization through the Council and Management Division and assists the city carrying out its service delivery with the support of the following divisions: Legal, Information Technology, Economic Development, City Secretary, Records Management, Human Resources & Organizational Development, Municipal Court and Communications.

STRATEGIES	DEPARTMENTAL OBJECTIVES
-------------------	--------------------------------

For budgetary purposes, the General Government Department is comprised of six separate and distinct operating divisions (Council and Management, City Secretary, Human Resources and Organizational Development, Legal, Municipal Court, and Communications). Most of these divisions in many ways actually function as a department and therefore all of the goals for the General Government Department are reflected respectively in each of the six divisions.

DEPARTMENT: **GENERAL GOVERNMENT**
COUNCIL AND MANAGEMENT

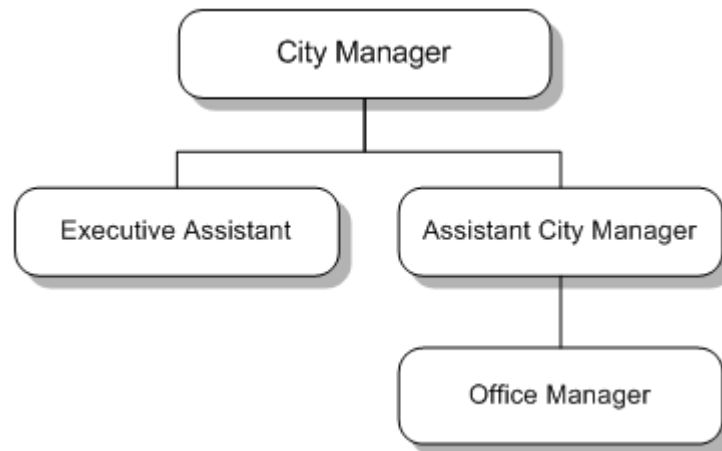
FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-101**

DESCRIPTION OF DEPARTMENTAL OPERATIONS

Council and Management include the offices and activities of the Mayor, City Council and City Manager. The City Council of Missouri City is composed of the Mayor and six Council members. All positions are elected for a two-year period, with terms being staggered to provide continuity for the City.

The Mayor and Council members attend regular meetings the first and third Mondays of each month and other special meetings as needed. They govern the City through the adoption of ordinances and policies. They make final decisions, after considering recommendations from the Planning and Zoning Commission, on all matters of zoning. They hold public hearings, review and adopt the Annual Budget, make decisions on bond issues, and approve contracts.

The City Manager is the Chief Executive Officer of the City and is appointed by the Mayor and City Council. The City Manager, under the guidelines of the City Charter, Code of Ordinances, and State Law, administers City ordinances and the policies of the City Council. The office provides the direction, leadership, and coordination of all departments. The City Manager appoints all department heads, with the exception of the City Secretary, City Attorney and Municipal Court Judge, who are appointed by the City Council. He also directs the City's economic development activities.



Total Full-Time Employees = 4

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **GENERAL GOVERNMENT**
COUNCIL AND MANAGEMENT

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-101**

STRATEGIES	DIVISIONAL GOALS
2	• Completion of the utility franchise agreement with CenterPoint Energy.
2	• Conduct an ISO rating evaluation report to prepare the City for the ISO renewal expected in 2016.
1	• Extensions of Hurricane Lane, Vicksburg Blvd., and Lexington Blvd.
1	• Work with area groups on the fundraising campaign for the Veterans Memorial project.
1	• Develop strategies for continued involvement with METRO, including the 90A rail corridor project and Ft. Bend Parkway park and ride project.
1	• Develop direction and land acquisition for the regional Brazos River Park.
4	• Integration of the Small Business Purchasing Policy into the City's Purchasing Policy.
1	• Develop and move forward with the revision to the City's Comprehensive Plan, which will include master planning for the Texas Parkway redevelopment, 90A/Beltway 8 Corridor build-out, and Ft. Bend Parkway development.
4	• Develop the scope and funding strategies for the campus master plans for City Hall and the Public Safety Facility.
4	• Develop a "Standards of Care" Program for the City's customer service philosophy.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
City Manager	1	1	1	1	Uncl.
Assistant City Manager	1	1	1	1	Uncl.
Economic Development Coordinator	1	0	0	0	21
Office Manager	1	0	1	1	15
Executive Assistant	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	
Total Full-Time Employees	4	2	3	4	
Mayor	1	1	1	1	\$1,000/m
Mayor Pro-Tem	1	1	1	1	\$750/mo
City Council members	5	5	5	5	\$500/mo

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
COUNCIL AND MANAGEMENT

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-101**

PERFORMANCE INDICATORS

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Budget implemented as adopted by City Council.	Yes	Yes	Yes	Yes
<input type="checkbox"/> Maintain general fund operating fund balance between 15% and 25% of estimated revenues.	100%	100%	100%	100%
<input type="checkbox"/> Overall City Organization O&M cost per capita is less than equivalent sized cities.	Yes	Yes	Yes	Yes
<input type="checkbox"/> Authorized FTE per 1,000 population is less than equivalent sized cities.	Yes	Yes	Yes	Yes

ACTIVITY MEASURES

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Council Meeting				
Regular Meetings	24	24	24	24
Special Meetings/Hearings	57	80	80	80
Ordinances/resolutions passed	77	100	100	100

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - COUNCIL & MANAGEMENT

101-10-101

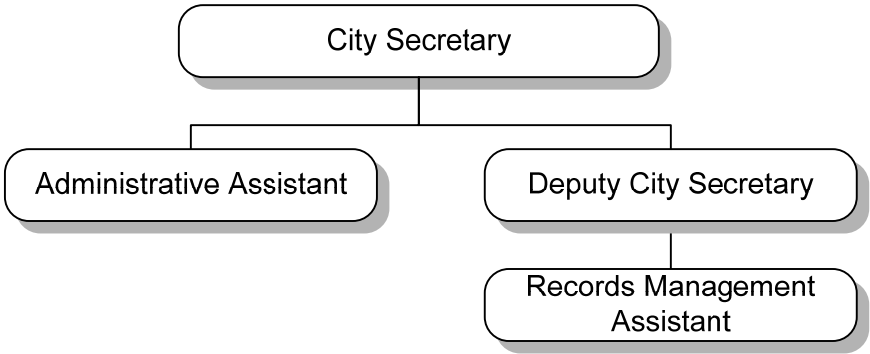
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	362,613	316,325	316,325	302,176	389,318
51002	ADDITIONAL COMPENSATION	802	528	528	364	460
51003	COMPENSATED ABSENCES	1,361	-	-	11,876	-
51004	OVERTIME	786	-	-	-	-
51103	MAYOR/COUNCIL	51,000	51,000	51,000	51,000	51,000
51106	CONTINGENCY WORKERS	-				
51201	CAR-CLOTHING ALLOWANCE	24,034	24,000	24,000	25,691	25,800
51202	CELL PHONE ALLOWANCE	3,246	2,160	2,160	2,166	2,160
51301	LONG TERM DISABILITY	834	1,097	1,097	603	1,361
51302	TAXES, SOCIAL SECURITY	29,830	29,601	29,601	25,240	35,858
51303	HOSP-LIFE-DENT-VIS INS	35,441	33,581	33,581	23,591	55,005
51304	PRORATED HEALTH/DENT/VIS	253	-		-	-
51305	RETIREMENT	19,954	20,731	20,731	17,198	36,462
51306	WORKERS COMPENSATION	813	658	656	542	591
	TOTAL PERSONNEL	530,967	479,681	479,679	460,447	598,015
52001	OFFICE SUPPLIES	2,557	1,730	1,730	2,600	1,900
52002	MEALS & DRINKS	11,950	10,000	13,500	13,500	10,000
52003	WEARING APPAREL	600	600	600	400	600
52004	MINOR TOOLS & EQUIPMENT	143	500	500	350	400
52005	EDUC, TRAINING & SUPPLIES	250	150	150	400	150
52006	POSTAGE	333	550	550	400	400
52008	IDENTIFICATION SUPPLY/FIL	-	200	200	200	200
52009	OTHER/MISC	1,194	1,000	1,000	700	100
52014	COMPUTER EQUIP RENTAL FEE	5,414	8,121	8,121	8,821	10,829
52083	ERC EVENTS					24,800
	TOTAL COMMODITIES	22,441	22,851	26,351	27,371	49,379
53002	INSURANCE	2,773	4,791	4,791	4,264	4,931
53004	SPECIAL SERVICES & LEGAL	163,221	155,000	162,500	165,500	155,000
53005	SERVICE AGREEMENTS/REPAIR		-	-	2,081	
53006	RADIO REPAIR/MAINTENANCE		80	80	80	80
53007	CONFERENCE EXPENSE	26,203	21,000	21,000	21,000	21,000
53008	TELEPHONE		3,732	3,732	3,732	3,732
53009	BLDG MAINTENANCE ALLOC	34,889	37,884	37,884	36,884	
53010	OTHER/MISC	2,131	-	-	2,700	
53012	COMPUTER SERVICES ALLOC	79,216	91,543	91,543	130,880	
	TOTAL CONTRACTUAL SERVICES	308,433	314,030	321,530	367,121	184,743
54001	PRINTING & PUBLICATIONS	1,983	850	850	850	850
54002	DUES & SUBSCRIPTIONS	16,690	15,200	18,200	17,895	16,260
54003	TRAINING & TRAVEL	13,484	8,000	8,000	4,000	8,000
54005	VEHICLE ALLOWANCE - MILEAGE	2,953	1,150	1,150	1,150	1,150
54006	OTHER EXPENSES	24,400	8,000	8,000	11,416	8,000
54008	COUNTY ECONOMIC DEVELOPMENT	50,000	-	-		
54009	CITY ECONOMIC DEVELOPMENT	27,034	-	-	2,733	
54051	MC DAY AT CAPITOL EXP	7,739				
	TOTAL OTHER SERVICES	144,283	33,200	36,200	38,044	34,260
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	1,006,124	849,762	863,760	892,983	866,397

DEPARTMENT: **GENERAL GOVERNMENT**
CITY SECRETARY

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-102**

DESCRIPTION OF OPERATIONS

The City Secretary is an officer of the City, appointed by the Mayor and Council. The City Secretary's Office is responsible for the preparation and dissemination of City Council meetings agendas and packets. The City Secretary must attend every meeting of the City Council and keep accurate minutes of the proceedings, engrossing and enrolling all laws, ordinances and resolutions of the City Council. Regarding Council Services, the City Secretary handles all Council meeting preparations, Council correspondence, travel, expenditures, and calendars. This office serves as the liaison between the Mayor and Councilmembers and the public. The City Secretary is the Records Custodian. The Office of the City Secretary is the administrative agency responsible for the care and maintenance of all City of Missouri City records. This office houses all legal transactions, City Council minutes, agendas, deeds, ordinances, resolutions, contracts, and a vast array of other historical and regulatory information. The City Secretary is designated as the City's Records Management Officer by both state law and City ordinance; and, the City Secretary is responsible for developing and administering records retention and destruction policies, monitoring the records storage centers, overseeing the control of electronically stored records, and upgrading technology to provide for efficient and economic storage of records. In addition to these duties, the City Secretary's Office responds to hundreds of requests for City records filed each year under the Texas Public Information Act. The City Secretary serves as the Chief Election Official for the City of Missouri City and is responsible for the administration of all City elections. The City Secretary provides staff support and guidance during Charter review processes and is responsible for submissions to the U.S. Department of Justice for pre-clearance of election issues under the Federal Voting Rights Act. All City elections are administered through the City Secretary, which includes the preparation and publication of all official notices and orders, preparations for election officials and polling places, and the receipt and filing of all candidate forms and reports. The City Secretary's Office coordinates the recruitment, application and appointment process for City Council appointed boards, commissions and committees. This office publishes a directory of appointed officials and volunteers serving on various panels and committees. The City Secretary's Office is responsible for the issuance of certain permits and licenses for various operations within the City of Missouri City. In addition to the duties listed above, the City Secretary serves as custodian of the City corporate seal and attests the Mayor's signature on all official documents; records and files deeds and easements; coordinates the codification of City ordinances into the City Code of Ordinances; publishes all legal ads and notices for the City; posts all legal notices and agendas; develops and oversees the City Secretary Department Budget; and serves on the City's Executive Management Team. As in many other cities, the City Secretary's Office serves as a resource for citizens and a link between citizens and the City organization.



Total Full-Time Employees = 4

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
CITY SECRETARY

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-102**

STRATEGIES	DEPARTMENTAL OBJECTIVES
3	<ul style="list-style-type: none"> To effectively communicate with citizens and promptly respond to requests for public information.
3	<ul style="list-style-type: none"> Develop and complete an informative Records Management Manual, effectively relay that information to City Staff, and continue compliance with the Texas State Retention Schedule.
3	<ul style="list-style-type: none"> Enhance procedures regarding email processes and retention schedules with the City's IT department for City Staff.
4	<ul style="list-style-type: none"> To effectively complete a Legal Review of the City's Code of Ordinances with all departments and MuniCode.
4	<ul style="list-style-type: none"> Development, implement and coordinate a Public Information Act and Records Retention Training session with City Staff on an annual basis.
4	<ul style="list-style-type: none"> Develop and implement retention of Social Media Records Policy.
4	<ul style="list-style-type: none"> Establish process for Records Management Day and implement a City-wide program for FY 2015.
4	<ul style="list-style-type: none"> Develop training plans and schedule for all employees in utilizing the upgraded software program, Questys CMx for ease in searching, accessing and retrieving archived documents.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
City Secretary	1	1	1	1	Uncl.
Deputy City Secretary	1	0	0	1	Uncl.
Administrative Assistant	1	1	1	1	10
Records Management Coordinator	1	1	1	0	12
Records Management Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	1
Total Full-Time Employees	5	4	4	4	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
CITY SECRETARY

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-102**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Provide City Council with the preliminary version of the agenda packet by 4:30 p.m. the Wednesday before each City Council meeting.	75%	98%	100%	100%
❑ Provide City Council with the final version of the agenda packet by 5:00 p.m. the Friday before each City Council meeting.	90%	98%	100%	100%
❑ Develop in-house training sessions relative to records retention, records management—Questys software.	10%	50%	50%	50%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Agendas prepared	62	80	80	80
❑ Council meeting information				
Paper packets prepared	248	320	320	320
Electronic packets prepared	62	80	80	80
❑ Total Record requests processed				
City Secretary public information requests processed	427	500	500	500
Police Department public information requests processed	1,500	2,600	2,600	2,600
Court Department public information requests processed	147	150	150	150
Fire Department public information requests processed	35	100	100	100
❑ Alcohol licenses issued	10	20	20	30
❑ Solicitor permits issued	9	25	25	25
❑ Recognition awards/proclamations	100	95	95	95
❑ Clean Out Day Results				
Boxes Destroyed/Shred	2,360	53	50	40
Boxes classified to permanent storage	324	0	0	0
Total pounds of shredded material	20,140	N/A	9,000	20,140
Total pounds of recycled material	25,270	300	300	300
❑ Record boxes to storage/maintenance	45	25	30	30
Boxes Awaiting Destruction for 2014	N/A	36	36	40

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - CITY SECRETARY

101-10-102

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	206,836	184,694	184,694	192,310	199,141
51002	ADDITIONAL COMPENSATION	1,551	1,776	1,776	2,156	2,348
51003	COMPENSATED ABSENCES	-	-	-		
51004	OVERTIME	-	-	-		
51201	CAR-CLOTHING ALLOWANCE	1,805	1,800	1,800	2,945	3,000
51202	CELL PHONE ALLOWANCE	1,083	1,080	1,080	1,083	1,080
51301	LONG TERM DISABILITY	640	621	621	638	693
51302	TAXES, SOCIAL SECURITY	15,427	15,709	15,709	14,560	15,725
51303	HOSP-LIFE-DENT-VIS INS	40,586	40,572	40,572	29,164	37,569
51304	PRORATED HEALTH/DENT/VIS	-	-	-		
51305	RETIREMENT	11,088	12,372	12,372	10,339	18,501
51306	WORKERS COMPENSATION	394	483	483	276	259
	TOTAL PERSONNEL	279,410	259,107	259,107	253,471	278,316
52001	OFFICE SUPPLIES	2,468	2,100	2,074	2,100	2,000
52002	MEALS & DRINKS	(40)	-	26		
52003	WEARING APPAREL	123	40	40	40	40
52004	MINOR TOOLS & EQUIPMENT	-	400	400	253	
52005	EDUC, TRAINING & SUPPLIES	14	100	100	100	100
52006	POSTAGE	791	650	650	650	700
52014	COMPUTER EQUIP RENTAL FEE	4,863	7,294	7,294	7,294	9,724
	TOTAL COMMODITIES	8,219	10,584	10,584	10,437	12,564
53002	INSURANCE	389	761	761	684	754
53004	SPECIAL SERVICES & LEGAL	14,540	31,900	31,900	31,900	16,000
53005	SERVICE AGREEMENTS/REPAIR	85	-	-		
53007	CONFERENCE EXPENSE	8,688	3,420	3,134	3,134	3,365
53009	BLDG MAINTENANCE ALLOC	6,570	7,134	7,134	6,946	
53010	OTHER/MISC	-	-	-		
53012	COMPUTER SERVICES ALLOC	36,550	44,243	44,243	63,254	
	TOTAL CONTRACTUAL SERVICES	66,822	87,458	87,172	105,918	20,119
54001	PRINTING & PUBLICATIONS	4,285	4,000	4,102	4,102	3,000
54002	DUES & SUBSCRIPTIONS	1,031	653	653	827	910
54003	TRAINING & TRAVEL	1,011	3,957	3,871	3,871	3,275
54005	VEHICLE ALLOWANCE - MILEAGE	151	150	685	685	300
54006	OTHER EXPENSES	-	-	-		
54011	ELECTION EXPENSE	42,903	47,000	47,000	47,000	30,000
	TOTAL OTHER SERVICES	49,381	55,760	56,311	56,485	37,485
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	403,832	412,909	413,174	426,311	348,484

DEPARTMENT: **GENERAL GOVERNMENT**
HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-103**

DESCRIPTION OF OPERATIONS

ADMINISTRATION: The Department of Human Resources & Organizational Development (HR/OD) is responsible for the delivery of all human services for active and retired Missouri City employees, including but not limited to recruiting, selection, classification, compensation, employee development, employee relations, benefits administration, performance management, recognition programs, wellness initiatives and retirement services through the Texas Municipal Retirement System (TMRS). HR/OD aligns its service delivery with and according to the mission, vision, values and goals of the City and continuously strives to provide effective, efficient and responsive services to internal and external customers.

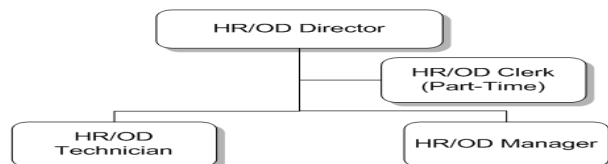
RECRUITMENT, SELECTION & CLASSIFICATION: The City of Missouri City is committed to the recruitment, selection, classification, development and promotion of the best qualified individuals. We believe that people are our most important asset and we value diversity in the workplace. We further believe that “good people” make “great organizations.” Therefore, the HR/OD Department posts all vacant positions on the “EMPLOYMENT” section of the City’s Website. The HR/OD department accepts online applications only, and only for positions for which we are actively recruiting. Departments then carefully review a list of applicants who meets the minimum qualifications posted and make every attempt to develop and promote the best individuals.

The HR/OD Department establishes and facilitates standardized practices and procedures to ensure that the City’s recruitment, selection and classification processes are in accord with existing policies, congruent with “best practices” in Human Resources and according to state and federal regulations.

EMPLOYEE REWARDS: The City’s total compensation package is arguably one of the most comprehensive packages available in any comparable organization. The compensation package includes a market driven base salary and benefits, which includes but is not limited to, medical, dental, vision, life, accidental death, long term disability, defined benefit contribution, optional Health Savings Accounts, paid holidays, paid sick leave, vacation, educational reimbursement, and Employee Assistance Program, among others benefits.

RECOGNITION & EMPLOYEE DEVELOPMENT: The HR/OD Department fosters individual and group development that champions the City’s Mission, Vision and Values. Furthermore, the Department develops, procures and delivers programs that foster innovation, productivity, service and individual or team accomplishments. As such, HR/OD plans, supports, develops and delivers programs such as Public Service Recognition Week events or initiatives, Service Awards, Christmas Holiday Party Celebration, Thanksgiving Luncheon and several other similar programs throughout the year.

The HR/OD Department also strives to procure and deliver development opportunities through from various sources, including the International Personnel Management Association, Achieve Global, Development Dimensions International, Franklin Covey, or other recognized organizational development sources. Employees have various opportunities during the years to participate in programs such as basic supervision, performance management, strategic planning, project management, time management, delegation, supervision, etc. Our goal is to improve individual and group competence in the entire organization.



Total Full-Time Employees = 3

Total Part-Time Employees = 1

DEPARTMENT: **GENERAL GOVERNMENT**
HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-103**

STRATEGIES	DEPARTMENTAL OBJECTIVES
3	<ul style="list-style-type: none"> Develop, deliver and expand a citywide training and development plan, based on the need, vision and projected service delivery of each department to ensure that 50% of City employees have an opportunity to learn new skills or improve existing skills (including the college classes or college degrees) to ensure the continuous improvement of the City's human capital during FY2015.
3	<ul style="list-style-type: none"> Partner with all departments to review, revise and establish a standardized process of reclassifying existing positions, changing a position title or making a salary change, based on identified needs before the end of FY2015.
3	<ul style="list-style-type: none"> Enable and populate the Total Compensation feature in MUNIS to ensure that all employees can view the actual dollar value of their total compensation, to include the base salary, City contributions to individual retirement and the overall dollar value of medical, dental and vision, etc... insurance before December 2014.
3	<ul style="list-style-type: none"> Research, develop and implement an individual development plan template, with the input and approval of the department heads and City Manager, that will target development areas for each employee, then link said plan to the overall performance of each employee during FY2015.
3	<ul style="list-style-type: none"> Identify the most effective method of incorporating or enabling retired employees to enroll for benefits via the MUNIS System during the first quarter of FY2015, to ensure that 100% of retired employees can enroll for 2015 benefits online.
4	<ul style="list-style-type: none"> Begin the development of a Citywide Workforce Planning Model, including Succession Planning, based on the input of the Leadership Team, to ensure that the City is preparing its human capital for future staffing needs during the FY2015 and beyond.
3	<ul style="list-style-type: none"> Update and administer the Employee Satisfaction Survey during the first quarter of FY2015 to ensure, based on suggestions, recommendations, ideas or requests gathered from the 2013 Employee Satisfaction Survey.
3	<ul style="list-style-type: none"> Partner all city departments to procure, develop and deliver employee quarterly meetings designed to inform employees of relevant organizational news, events, training or development opportunities during FY2015.
4	<ul style="list-style-type: none"> Review salary data and make recommendations to the City Manager as necessary to ensure that the Missouri City compensation remains market competitive and based on an established compensation philosophy that takes into account internal equity and longevity before the end of FY2015.

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **GENERAL GOVERNMENT**
HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-103**

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
HR & Organ. Dev. Director	1	1	1	1	Uncl.
HR/OD Manager	0	0	1	1	23
HR & Organ. Dev. Technician	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>	10
 Total Full-Time Employees	 3	 3	 3	 3	
 Part-Time HR/OD Clerk	 0	 0	 1	 1	

DEPARTMENT: **GENERAL GOVERNMENT**
HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-103**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ The rate at which the Department can prepare and post job descriptions and announcements within 2 days of initial request.	95%	100%	98%	100%
❑ The rate at which the Department can schedule applicant testing within 5 days of initial identified need.	95%	100%	100%	100%
❑ The rate at which the Department can notify applicants the City has filled a vacancy within 2 days of closing a search.	99%	100%	100%	100%
❑ The rate at which the Department can prepare employee personnel actions (change to personal information, benefits or deductions) during a pay period with 100% accuracy.	99%	100%	99%	100%
❑ The rate at which the Department can report or file workers' comp claims within 5 days of injury.	90%	100%	92%	100%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ The number of exit interview and separation checklists completed	18	24	20	25
❑ Number of employees who receive/complete the online performance evaluation	248	310	139	300
❑ Number of employees who participates in the City's Employee development programs	20	60	10	50
❑ The number of applications for employment processed	7,235	7,000	6,625	7,000
❑ The number of benefits status change requested and processed	824	850	780	850
❑ The number of payroll status change processed	915	1,000	924	1,000
❑ Workers' compensation claims processed	24	20	8	10
❑ The number of employees who complete Health Assessment	114	250	0	250
❑ The number of job descriptions developed, revised or updated	18	125	119	50
❑ Number of employees recognition programs sponsored	8	15	10	10

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - HUMAN RESOURCES & ORG. DEV.

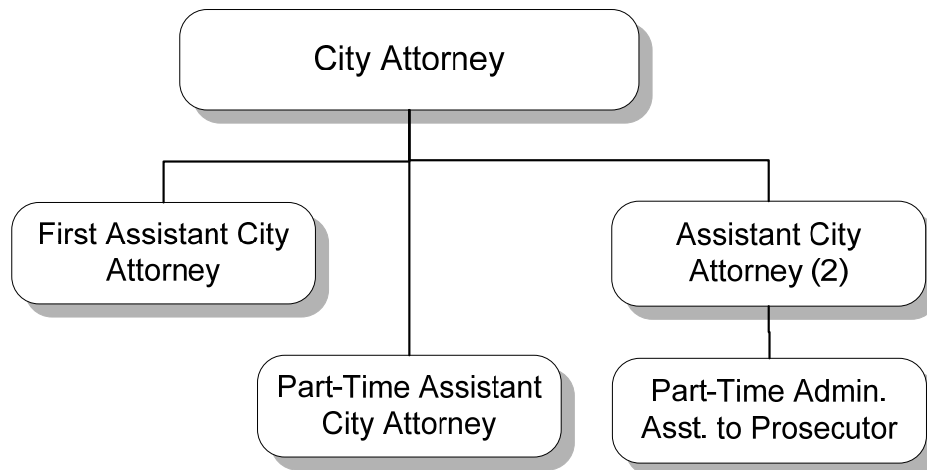
101-10-103

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	172,880	170,947	170,947	170,575	187,683
51002	ADDITIONAL COMPENSATION	665	816	816	600	696
51003	COMPENSATED ABSENCES	353	-	-	1,649	-
51004	OVERTIME	24	5,000	5,000	2,000	2,000
51101	PART TIME: 20-29 HOURS	5,005	15,000	15,000	-	-
51102	PART TIME:LESS THAN 20 HR	1,196	-	-	5,982	14,985
51201	CAR-CLOTHING ALLOWANCE	1,805	1,800	1,800	2,945	3,000
51202	CELL PHONE ALLOWANCE	1,083	1,080	1,080	1,083	1,080
51301	LONG TERM DISABILITY	498	574	574	603	647
51302	TAXES, SOCIAL SECURITY	13,247	14,890	14,890	12,829	16,022
51303	HOSP-LIFE-DENT-VIS INS	27,547	27,941	27,941	19,701	26,154
51304	PRORATED HEALTH/DENT/VIS	-	-	-	221	-
51305	RETIREMENT	9,285	11,727	11,727	9,232	17,501
51306	WORKERS COMPENSATION	341	347	347	246	261
51307	UNEMPLOYMENT COMPENSATION	23,693	45,000	45,000	25,000	15,500
	TOTAL PERSONNEL	257,622	295,122	295,122	252,666	285,529
52001	OFFICE SUPPLIES	5,114	3,500	3,500	3,950	4,000
52002	MEALS & DRINKS	543	1,000	1,000	836	1,000
52003	WEARING APPAREL	-	-	-	-	-
52004	MINOR TOOLS & EQUIPMENT	(120)	3,250	3,250	3,150	1,500
52005	EDUC, TRAINING & SUPPLIES	125	12,500	12,500	11,874	12,000
52006	POSTAGE	573	600	600	782	750
52009	OTHER/MISC	(270)	2,000	2,000	95	-
52010	EMP AWARDS/CEREMONIES	26,715	18,000	18,654	19,326	5,000
52014	COMPUTER EQUIP RENTAL FEE	750	1,125	1,125	1,125	1,300
	TOTAL COMMODITIES	33,430	41,975	42,629	41,138	25,550
53002	INSURANCE	303	629	629	558	604
53004	SPECIAL SERVICES & LEGAL	97,905	82,500	95,619	90,328	90,000
53005	SERVICE AGREEMENTS/REPAIR	-	-	-	-	-
53007	CONFERENCE EXPENSE	1,405	2,000	2,000	2,000	2,000
53008	TELEPHONE	-	-	-	-	-
53009	BLDG MAINTENANCE ALLOC	12,234	13,284	13,284	12,933	-
53012	COMPUTER SERVICES ALLOC	29,560	38,847	38,847	55,540	-
53014	RETIREE INSURANCE	48,311	51,853	51,853	51,853	50,797
53015	FLEX/COBRA ADMIN FEES	3,181	6,800	6,800	5,217	6,800
	TOTAL CONTRACTUAL SERVICES	192,899	195,913	209,032	218,429	150,201
54001	PRINTING & PUBLICATIONS	887	6,000	6,000	5,956	9,000
54002	DUES & SUBSCRIPTIONS	4,894	4,000	7,000	6,852	6,895
54003	TRAINING & TRAVEL	785	1,500	1,500	1,507	1,500
54004	EDUCATIONAL REIMBURSEMENT	26,878	50,000	56,313	48,000	50,000
54005	VEHICLE ALLOWANCE - MILEAGE	65	100	100	75	100
54006	OTHER EXPENSES	-	-	-	-	-
54012	EMPLOYMENT EXAMS	22,081	30,000	31,685	32,326	33,000
	TOTAL OTHER SERVICES	55,590	91,600	102,598	94,716	100,495
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	539,541	624,610	649,381	606,949	561,775



DESCRIPTION OF DIVISIONAL OPERATIONS

The Legal Division provides a wide range of legal services to the City, including advising City Council, City boards, and City management on legal matters; representing the City in judicial proceedings; preparing ordinances, resolutions, contracts, deeds and other legal documents; and providing prosecutorial services in the Missouri City Municipal Court. The Legal Division handles claims and litigation matters not covered by insurance and assists, to the greatest degree possible, those matters handled by outside counsel, such as attendance at condemnation hearings, depositions, and mediations; preparation of witnesses; and gathering of facts. The Legal Division provides legal services to the City Development Authority, Tax Increment Reinvestment Zones, Public Improvement Districts and City Recreation and Leisure Local Government Corporation. Additionally, the Legal Department provides legal counsel related to the City's water and wastewater regionalization efforts, utility matters, and the acquisition and disposition of real property.



Total Full-Time Employees = 4
Part-Time Employee = 2

STRATEGIES	DIVISIONAL OBJECTIVES
1,2,3,4	Prepare, review and revise ordinances, resolutions and contracts to be considered by City Council.
1,2	Provide legal research and opinions, on request, related to issues concerning utility franchising, water purchase agreements, and the regionalization of utilities.
1,2,3	Provide legal services, as requested, related to interlocal agreements for mutual benefit of governmental agencies, including road construction, trail development and water facility operations.
1,2	Provide legal research and opinions and draft, as requested, program elements related to the Texas Parkway Development/Redevelopment Initiative.
1	Continue to bring civil actions in county district court for enforcing the abatement of nuisances and collecting civil penalties for such nuisances, as directed by Council.
1,2	Provide legal work necessary for real property acquisitions, including as appropriate, the right of way for the Regional Water Treatment Plant northbound transmission lines.
1,2,3	Provide legal opinions regarding the Comprehensive Plan and certain development services ordinances, upon request, including updates to the Subdivision Ordinance, the Sign Ordinance, and the Landscaping Ordinance and prepare the Congregate Living Ordinance and the Apartment Inspection Ordinance.
2	Prepare tax abatement agreements and economic development agreements as administered by the Economic Development Director.
1	Revise, as appropriate and as directed by the Director of Public Works, the storm water management ordinance and contracts.
3	Assist with the development of the City Legislative Agenda in conjunction with the 84 th Session of the State Legislature and contribute to process for tracking, circulating and providing input to same.
1	Supply prosecutorial services to the City Municipal Court, including efforts to ensure responsiveness to a vigorous code enforcement program.
1	Draft ordinances for city consideration adopting and amending the most recent version of the International Building Codes.
3	Provide legal services leading up to RFP for solid waste services.

PERSONNEL SCHEDULE					
	FY 2013 Actual	FY 2014 Budget	FY 2014 Estimate	FY 2015 Budget	Salary Grade
City Attorney	1	1	1	1	Uncl.
First Assistant City Attorney	1	1	1	1	Uncl.
Assistant City Attorney	2	2	2	2	24
Total Full Time Employees	4	4	4	4	
Part-Time Admin. Asst. to Prosecutor	0	1	1	1	\$15.00/hr
Part-Time Assistant City Attorney	0	0	1	1	\$50.00/hr

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
DIVISION: **LEGAL**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-1004**

PERFORMANCE AND ACTIVITY MEASURES
--

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Ordinances, Resolutions, Agreements, Deeds & Easements	155	215	151	150
❑ Council meetings, subcommittees, miscellaneous board meetings attended	79	85	78	80
❑ Municipal Court				
• Total Cases on Arraignment	13,461	15,000	10,650	15,000
• Code Arraignments	1,216	1,500	1,304	1,300
• Bench Trials	113	110	70	95
• Jury Trials	97	75	82	120

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - LEGAL

101-10-104

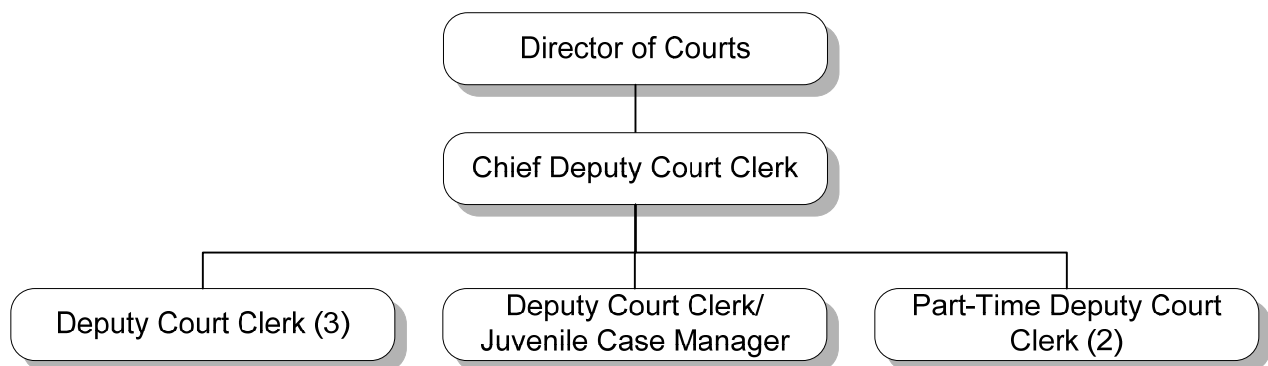
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	368,928	376,509	376,509	380,086	373,510
51002	ADDITIONAL COMPENSATION	778	1,056	1,056	720	864
51003	COMPENSATED ABSENCES	-	-	-	217	-
51101	PART TIME: 20-29 HOURS	1,800	-	-	-	-
51102	PART TIME:LESS THAN 20 HR	460	13,052	13,052	27,584	62,485
51201	CAR-CLOTHING ALLOWANCE	5,371	3,600	3,600	3,589	3,600
51202	CELL PHONE ALLOWANCE	3,249	3,240	3,240	3,249	3,240
51301	LONG TERM DISABILITY	1,015	1,265	1,265	1,111	1,281
51302	TAXES, SOCIAL SECURITY	26,946	30,405	30,405	30,053	33,943
51303	HOSP-LIFE-DENT-VIS INS	30,141	30,006	30,006	27,953	39,736
51304	PRORATED HEALTH/DENT/VIS	-	-	-	199	-
51305	RETIREMENT	19,789	23,160	23,160	20,229	34,309
51306	WORKERS COMPENSATION	1,190	749	749	961	559
51307	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
51998	CONTRA LEGAL PERSONNEL COSTS	-	-	-	(5,389)	(18,861)
	TOTAL PERSONNEL	459,667	483,042	483,042	490,562	534,666
52001	OFFICE SUPPLIES	2,055	2,500	2,500	2,500	2,500
52002	MEALS & DRINKS	130	-	-	-	-
52003	WEARING APPAREL	-	40	40	40	30
52004	MINOR TOOLS & EQUIPMENT	33	-	-	-	-
52005	EDUC, TRAINING & SUPPLIES	2,566	5,300	5,300	2,616	3,700
52006	POSTAGE	582	750	750	650	700
52009	OTHER/MISC	-	-	-	-	-
52013	JANITORIAL SUPPLIES	-	-	-	-	-
52014	COMPUTER EQUIP RENTAL FEE	1,125	1,688	1,688	1,668	2,250
	TOTAL COMMODITIES	6,491	10,278	10,278	7,474	9,180
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	-
53002	INSURANCE	419	831	831	744	835
53004	SPECIAL SERVICES & LEGAL	41,702	39,000	39,000	56,847	43,700
53005	SERVICE AGREEMENTS/REPAIR	738	700	700	700	700
53007	CONFERENCE EXPENSE	3,124	5,750	5,750	2,500	7,350
53009	BLDG MAINTENANCE ALLOC	6,683	7,257	7,257	7,065	-
53010	OTHER/MISC	-	-	-	-	-
53012	COMPUTER SERVICES ALLOC	37,423	53,595	53,595	76,625	-
	TOTAL CONTRACTUAL SERVICES	90,089	107,133	107,133	144,481	52,585
54001	PRINTING & PUBLICATIONS	50	100	100	100	100
54002	DUES & SUBSCRIPTIONS	3,167	3,525	3,525	3,200	13,512
54003	TRAINING & TRAVEL	8,856	9,750	9,750	9,750	14,400
54005	VEHICLE ALLOWANCE - MILEAGE	747	560	560	410	940
54006	OTHER EXPENSES	-	-	-	-	-
	TOTAL OTHER SERVICES	12,820	13,935	13,935	13,460	28,952
75001	EQUIPMENT - COMPUTER	-	-	-	-	-
75002	INFORMATION SYSTEMS	-	-	-	-	-
75003	COMPUTER SOFTWARE	-	-	-	-	-
75004	EQUIPMENT	-	-	-	-	-
75005	EQUIPMENT - OFFICE	-	-	-	-	-
77007	OTHER / MISCELLANEOUS	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	569,067	614,388	614,388	655,977	625,383

DESCRIPTION OF DIVISIONAL OPERATIONS

The managerial duties of the courts are carried out by the Director of Municipal Courts and staff. The court staff works closely with other city departments, i.e. Police Department, Legal, Code Enforcement, Fire Marshal's Office, and Finance to insure the vision of the municipal court is carried out effectively, efficiently, and impartially.

The functions or duties of the Court Clerks include: processing of citations; accepting and preparing complaints; scheduling cases; preparing dockets; notifying persons of hearings scheduled; maintaining all court records, including complaints, citations, warrants, pleadings and judgments; preparing state reports, and preparing affidavits, appeals and sworn statements. The Clerks record and properly disburse funds for fines collected. The Clerks maintain the failure to appear reporting program under a contract with DPS, the City and Omnibase. They also prepare jury summons and subpoenas, complaints and other associated duties of trial preparation. The Clerks maintain the collection agency program.

The municipal court is presided over by a magistrate who shall be known as the "judge of the municipal court." The council also divided the municipal court into two (2) additional panels or divisions. One of the courts is presided over by the presiding judge. The additional two (2) courts are presided over by associate judges, who each are a magistrate with the same powers as the presiding judge. The judges are appointed for a term of two (2) years by the council. Each judge is a licensed attorney. The municipal court judge presides over all arraignment hearings and trials, both jury and non-jury, sets bonds, signs arrest and capias warrants, and performs magistrate functions for prisoners and juveniles. The prosecutor for the City prosecutes violations of City ordinances and Class C misdemeanors. The costs for the prosecutor are reflected in the Legal Division.



Total Full-Time Employees = 6
Part-Time Employees = 2

STRATEGIES	DIVISIONAL OBJECTIVES
3	<ul style="list-style-type: none"> Remain cognizant of the needs of customers and citizens of Missouri City Municipal Court to reinforce the positive perception of the judiciary.
3,4	<ul style="list-style-type: none"> Maintain and develop personnel who are well trained in all aspects of court applications. Cross train staff to ensure continuity and efficiency. Work toward obtaining 100 percent of staff certified at Level I, II, or III. Currently 72% of staff is certified at Level I, II, or III.
3,4	<ul style="list-style-type: none"> Improve warrant process to depreciate current backlog.
3,4	<ul style="list-style-type: none"> Improve on communicating effectively with citizens by providing customers with an informative brochure regarding procedures and options available prior to their court date.
4	<ul style="list-style-type: none"> Process remaining 8.5% of Failure to Attend School violations filed by FBISD according to state law requirements.
3	<ul style="list-style-type: none"> Enhance effort to become 75 percent paper lite with court documents.
4	<ul style="list-style-type: none"> Work with Judges to implement a Collections Department for the collection of outstanding fines.
3	<ul style="list-style-type: none"> Implement the new Omnibase program software.
3,4	<ul style="list-style-type: none"> Enhance warrant entry through implementing the JIMS program which will alleviate our dispatch department from entry into SETCIC.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Courts	1	1	1	1	Uncl.
Chief Deputy Court Clerk	1	1	1	1	12
Deputy Court Clerk	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>	7
Total Full-Time Employees	7	6	6	6	
Part-Time Deputy Court Clerk	1	2	2	2	
Contracted Presiding/Associate Judge	2	2	2	2	
Contracted Temporary Judge	1	1	1	1	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **GENERAL GOVERNMENT**
MUNICIPAL COURT

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-106**

PERFORMANCE INDICATOR

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
❑ Process citations within three days of receipt.	90%	100%	80%	90%
❑ Process "Violate Promise to Appear" and "Fail to Appear" Warrants within 60 days of violation.	60%	80%	40%	60%
❑ Start warrant process 30 days after Fail to Appear letters are mailed.	60%	80%	40%	60%
❑ Issue Fail to Appear Letters the Tuesday following a missed court appearance.	100%	100%	90%	100%
❑ Contact defendants weekly whose cases are in warrant status. Monitor and document resolution of those cases.	50%	100%	50%	70%

ACTIVITY MEASURES

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
❑ Cases filed for year	12,405	14,401	10,205	11,226
❑ Disposition prior to trial	3,554	4,686	3,645	4,009
❑ Disposition at trial				
(1) Trial by Judge/finding of Guilty	3,444	445	170	187
(2) Trial by Jury/finding of Guilty	62	65	57	62
(3) Judge/Jury Trials finding of Not Guilty	48	28	12	13
(4) Cases disposed of at court appearance (Arraignment/Pretrial)	2,348	1,829	2,062	2,269
❑ Cases dismissed				
(1) After defensive driving course	1,790	2,193	1,034	1,137
(2) After deferred disposition	798	718	710	781
(3) Insurance	733	1,128	291	321
(4) Compliance dismissals w/\$10/\$20 costs	945	5,037	1,032	1,135
Total Case Dismissals	4,266	9,076	3,067	3,374
❑ Cases appealed	11	7	19	21
❑ Class C arrest warrants prepared	1,696	1,982	2,277	2,504
❑ Capias pro fine warrants prepared	940	1,143	521	573
❑ Cases sent to collection agency	1,683	1,088	1,638	1,802
❑ Warrants cleared	2,424	1,618	2,102	2,312
❑ Class C Magistrate Warnings	424	488	330	364
❑ Show Cause Hearings Held	504	417	550	605
❑ Arraignment/Juvenile/Code cases scheduled for night court	740	715	544	598
❑ Pretrials scheduled for night court	531	674	390	429
❑ Payments processed on-line	1,740	2,119	778	856

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - MUNICIPAL COURT

101-10-106

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	239,328	226,034	226,034	214,803	236,059
51002	ADDITIONAL COMPENSATION	13,487	3,336	3,336	2,240	2,480
51003	COMPENSATED ABSENCES	888	-	-	30,577	-
51004	OVERTIME	7,968	8,100	8,100	6,500	8,100
51101	PART TIME: 20-29 HOURS	13,675	21,155	21,155	205	-
51102	PART TIME:LESS THAN 20 HR	-	13,052	13,052	25,375	22,527
51104	JUDGES PAY	87,439	92,784	92,784	89,423	92,784
51201	CAR-CLOTHING ALLOWANCE	1,805	1,800	1,800	2,945	3,000
51202	CELL PHONE ALLOWANCE	1,083	1,080	1,080	1,083	1,080
51301	LONG TERM DISABILITY	742	759	759	712	815
51302	TAXES, SOCIAL SECURITY	27,504	28,101	28,101	25,847	28,001
51303	HOSP-LIFE-DENT-VIS INS	35,236	35,481	35,481	30,012	44,790
51304	PRORATED HEALTH/DENT/VIS	-	-	-	-	-
51305	RETIREMENT	13,373	15,756	15,756	12,556	21,836
51306	WORKERS COMPENSATION	676	522	522	483	461
	TOTAL PERSONNEL	443,204	447,960	447,960	442,761	461,933
52001	OFFICE SUPPLIES	2,853	3,500	3,500	1,700	2,700
52002	MEALS & DRINKS	529	500	500	600	600
52003	WEARING APPAREL	414	150	150	-	150
52004	MINOR TOOLS & EQUIPMENT	878	1,000	1,000	300	1,000
52005	EDUC, TRAINING & SUPPLIES	100	-	-	-	-
52006	POSTAGE	4,836	5,400	5,400	5,400	5,400
52009	OTHER/MISC	-	-	-	-	-
52014	COMPUTER EQUIP RENTAL FEE	3,864	5,796	5,796	5,796	7,329
	TOTAL COMMODITIES	13,474	16,346	16,346	13,796	17,179
53002	INSURANCE	613	1,145	1,145	1,034	1,142
53004	SPECIAL SERVICES & LEGAL	7,951	9,450	9,450	9,450	9,450
53007	CONFERENCE EXPENSE	733	2,395	2,395	2,395	2,395
53009	BLDG MAINTENANCE ALLOC	50,409	54,735	54,735	53,290	-
53012	COMPUTER SERVICES ALLOC	131,493	158,807	158,807	227,047	-
53016	COLLECTION AGENCY FEE	49,496	95,000	95,000	95,000	95,000
	TOTAL CONTRACTUAL SERVICES	240,695	321,532	321,532	388,216	107,987
54001	PRINTING & PUBLICATIONS	575	3,710	3,710	2,000	2,500
54002	DUES & SUBSCRIPTIONS	276	400	400	400	400
54003	TRAINING & TRAVEL	1,053	2,500	2,500	2,714	2,500
54005	VEHICLE ALLOWANCE - MILEAGE	37	150	150	150	150
	TOTAL OTHER SERVICES	1,941	6,760	6,760	5,264	5,550
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	699,314	792,598	792,598	850,037	592,649

MISSION STATEMENT

The General Administration Division is established to allow for unanticipated expenditures during the fiscal year. This Division also includes General Fund related expenditures which are not specifically associated with a particular department or division.

Contingency funds budgeted in this Division are transferred from this account to the appropriate divisional budget as needed for unanticipated expenditures.

GENERAL GOVERNMENT - GENERAL ADMINISTRATION

101-10-107

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
52004	MINOR TOOLS & EQUIPMENT	-		17,708	29,708	
	TOTAL COMMODITIES	-	-	17,708	29,708	-
53002	INSURANCE	-	-	-	4,000	10,000
	TOTAL CONTRACTUAL SERVICES	-	-	-	4,000	10,000
54013	RESERVE FOR CONTINGENCIES		250,000	141,642		250,000
54021	CONTINGENCY-SALARY ADJUST					620,280
	TOTAL OTHER SERVICES	-	250,000	141,642	-	870,280
90003	TRANSFER TO FUND 261 (TIRZ #1)*					325,337
90004	TRANSFER TO FUND 262 (TIRZ #2)*					572,143
90007	TRANSFER TO FUND 265 (TIRZ #3)*					224,370
90020	TRANSFER TO FUND 606	180,868	-			-
90041	TRANSFER TO FUND 230		-	58,708	59,356	
90042	TRANSFER TO LGC	292,745				
	TOTAL OTHER FINANCING USES	473,613	-	58,708	59,356	1,121,850
	TOTAL EXPENDITURES	473,613	250,000	218,058	93,064	2,002,130

*In fiscal years prior to FY 2015, TIRZ incremental taxes were paid directly from property taxes received.



DEPARTMENT: **GENERAL GOVERNMENT**
COMMUNICATIONS

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-108**

DESCRIPTION OF OPERATIONS

There are six primary areas of responsibility managed by the Communications Department to inform and educate residents and other publics about City programs and services and to assure the consistent and transparent delivery of information.

MCTV-16: Produce and air quality municipal programming 24 hours a day, seven days per week. Programming includes City Council and Planning and Zoning Commission meetings, a bimonthly news show, informational videos on programs and services and events. Creation of bulletin board information relating to City activities.

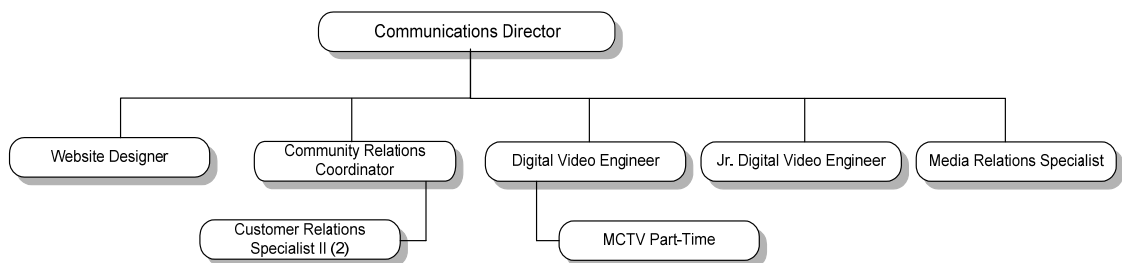
Public Information: Develop and manage consistent, timely and accurate dissemination of information to the news media. Develop and distribute news releases based upon City Council action, benchmarks on major City projects and special events. Manage emergency public information upon activation of the Emergency Operation Center.

Website: Establish the City's Web presence as a distinct media platform by creating original content and implementing technical innovation. Maintain knowledge and awareness of best practices and prevailing developments in Web technologies, standards and requirements, and apply these to promote continuous improvement. Liaise with departments to assist and encourage the uploading of information and to ensure content is current, pertinent and meets user needs.

Citizen Communications: Responsible for liaison with Homeowner Associations to continue to build alliances with these organizations and to educate and inform them about City policies and services. Manage City staff presence at HOA meetings. Develop and publish a citizen newsletter. Through City Reception, handle in-person and telephone inquiries to City Hall. Manage 1690AM, the City's public television station, and the messages aired on the station as well as missouricityready.com, the City's emergency information Web site.

Social Networking and Marketing: Increase the growth of the City's social media communities and brand awareness, improve engagement, and execute day-to-day integration efforts between digital, on-air and social media properties.

Special Projects: Responsible for the overall branding program for the City and the use of the City logo. Counsel departments on their communication needs and communicating information to citizens. Manage the City's awards program.



Total Full-Time Employee = 8
 Total Part-Time Employees = 1

DEPARTMENT: **GENERAL GOVERNMENT**
COMMUNICATIONS

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-108**

STRATEGIES	DEPARTMENTAL OBJECTIVES
3	<ul style="list-style-type: none"> Evaluate City’s HOA Program process, partnering with all departments. Implement regular and consistent presentation format, provide timely after-action reports to team members; continue to assess best usage of common issues of interest in communications and tools and processes/procedures. HOA Liaison/Community Relations Coordinator will manage revamp of program and will continue to develop citizen contacts in neighborhoods without HOAs, to further expand the dissemination of news, alerts and advisories citywide.
3	<ul style="list-style-type: none"> Continue development of Leadership Luncheon series bringing together executives, entrepreneurs, innovators and community leaders from throughout the region and the County to discuss the trends and challenges facing business leaders today. Create and design custom materials to effectively market and promote the monthly luncheons while adhering to the City’s brand; increase sponsorships.
3	<ul style="list-style-type: none"> Continue quarterly publication of the “Show Me” Missouri City newsletter.
3	<ul style="list-style-type: none"> Finalize social media policy, discuss policy with Leadership Team; distribute policy to all departments. Manage development of social media outlets, including Facebook and Twitter accounts, with a focus on cross-departmental cooperation and collaboration.
3	<ul style="list-style-type: none"> Continue development of Citizens’ University to engage and educate the citizenry. Incorporate Alumni expertise and talent into City committees, boards, commissions and Volunteers programs to continuing fostering City-Citizen partnerships.
3	<ul style="list-style-type: none"> Launch and manage the Citizens’ Volunteers Program, further engaging residents in City projects and events and seeking citizen input and feedback to improve services and programs.
3	<ul style="list-style-type: none"> Revamp Missouri City Television programming with cross-functional purpose, ensuring comprehensive, consistent and uniform presence on cable, website, YouTube and via special video projects.
3	<ul style="list-style-type: none"> Develop a residents’ guide as an information resource for new homeowners.
3	<ul style="list-style-type: none"> Enhance marketing and promotion of the City via development of new banners to showcase programs and services and economic development opportunities; will be utilized at events, conferences, and special programs; will help beautify facilities.
3	<ul style="list-style-type: none"> Continue development and expansion of City websites to further assure vital information is available online for citizens, companies and stakeholders.
3	<ul style="list-style-type: none"> Manage media partnership; expand Missouri City presence in regional, national, international media outlets. Update media policy, discuss with Leadership Team; distribute updated policy to all departments.
3	<ul style="list-style-type: none"> Improve/increase citizen outreach and collaboration across all roles, with a specific focus on HOA and Front Desk operations. Maintain excellent customer service and cross-departmental communications; regularly review and revise policies,

===== **FY 2015 ANNUAL BUDGET** =====

- 3 procedures and protocols to ensure consistency.
- Incorporate additional solid waste functions into Front Desk operations; providing necessary training for Customer Relations Specialists.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Communications Director	1	1	1	1	Uncl.
Marketing/Communications Specialist	1	1	1	0	22
Digital Video Engineer	1	1	1	1	13
Website Designer	1	1	1	1	13
Community Relations Coordinator	1	1	1	1	13
Media Relations Specialist	1	1	1	1	11
Jr. Digital Video Engineer	1	1	1	1	8
Customer Relations Specialist II	1	1	2	2	8
Customer Relations Specialist I	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	6
 Total Full-Time Employees	 9	 8	 9	 8	
 Part-Time Employees	 2	 2	 2	 1	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
COMMUNICATIONS

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-10-108**

PERFORMANCE INDICATORS

	FY 2013 Actual	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ % of Effective “publication” of news releases in 2 print media (publication of material in Chronicle, FB Lifestyles magazine)	92	95	95	95
❑ Website Bounce Rate % (time visitors spend viewing content)	30	29	29	25
❑ % of New Website Visitors (subscribers, social media, videos)	80	90	90	95
❑ % of Returning Website Visitors	60	75	80	85
❑ % of Social media link shares (growth of FB/Twitter/YouTube)	20	40	40	45

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Produce and broadcast on MCTV and city website economic development show: (projects with commercial focus)	2	2	2	4
Views on City of Missouri City You Tube page	18,500	33,000	52,533	57,000
Press Releases (including bulletin boards, PSAs, mass emailings)	250	250	150	250
E-Subscriber List	1,200	3,200	3,500	5,000
Views of City Video on website	17,000	18,000	18,500	20,000
Average Monthly Website Page Views	8,000	15,000	15,000	16,000
Average minutes on website	4	4	4	6

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

GENERAL GOVERNMENT - COMMUNICATIONS

101-10-108

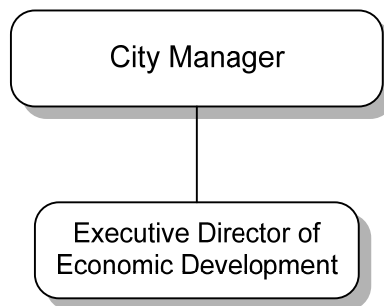
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	325,685	406,843	406,843	299,919	366,089
51002	ADDITIONAL COMPENSATION	977	912	912	276	528
51003	COMPENSATED ABSENCES	11,141	-	-	3,997	-
51004	OVERTIME	7,341	11,500	11,500	13,000	15,000
51101	PART TIME: 20-29 HOURS	5,442	26,696	9,882	-	-
51102	PART TIME: LESS THAN 20 HR	12,568	1,500	18,314	33,655	11,988
51201	CAR-CLOTHING ALLOWANCE	1,355	1,800	1,800	2,945	3,000
51202	CELL PHONE ALLOWANCE	4,058	5,400	5,400	2,562	5,400
51301	LONG TERM DISABILITY	983	1,409	1,409	1,003	1,260
51302	TAXES, SOCIAL SECURITY	26,770	34,781	34,781	26,783	30,753
51303	HOSP-LIFE-DENT-VIS INS	57,974	84,474	84,474	29,774	67,644
51304	PRORATED HEALTH/DENT/VIS	912	-	314	314	-
51305	RETIREMENT	18,641	27,392	27,392	15,777	36,180
51306	WORKERS COMPENSATION	700	897	897	481	488
	TOTAL PERSONNEL	474,547	603,604	603,918	430,486	538,330
52001	OFFICE SUPPLIES	2,098	4,000	4,000	4,930	4,000
52002	MEALS & DRINKS	4,820	2,000	2,000	3,000	3,000
52003	WEARING APPAREL	221	200	200	900	300
52004	MINOR TOOLS & EQUIPMENT	3,822	2,500	2,500	2,500	-
52005	EDUC, TRAINING & SUPPLIES	256	-	-	-	-
52006	POSTAGE	452	700	700	600	800
52007	BLDG MAT'L/SUPPLIES & REPAIRS	-	-	-	-	-
52008	IDENTIFICATION SUPPLY/FIL	-	200	200	-	-
52009	OTHER/MISC	-	150	150	150	-
52014	COMPUTER EQUIP RENTAL FEE	1,500	2,250	2,250	2,250	2,700
52015	FLEET RENTAL FEE	2,428	3,844	3,844	3,642	5,313
52016	CENTRAL GARAGE ALLOC	3,450	3,116	3,116	3,496	-
52017	FUEL, OIL & LUBRICANTS	2,575	3,200	3,200	3,000	3,200
	TOTAL COMMODITIES	21,622	22,160	22,160	24,468	19,313
53001	MINOR EQUIP MAINT/RPR & RNT	-	400	400	400	400
53002	INSURANCE	774	1,392	1,392	1,243	1,385
53004	SPECIAL SERVICES & LEGAL	32,373	28,000	33,438	33,000	40,904
53005	SERVICE AGREEMENTS/REPAIR	-	-	-	-	-
53007	CONFERENCE EXPENSE	803	2,000	2,000	2,000	5,700
53008	TELEPHONE	300	379	379	348	365
53009	BLDG MAINTENANCE ALLOC	10,309	11,193	11,193	10,898	-
53010	OTHER/MISC	-	-	-	-	-
53011	MISSOURI CITY TV	1,156	-	-	-	-
53012	COMPUTER SERVICES ALLOC	64,508	75,717	75,717	108,252	-
	TOTAL CONTRACTUAL SERVICES	110,223	119,081	124,519	156,141	48,754
54001	PRINTING & PUBLICATIONS	1,470	800	800	800	1,500
54002	DUES & SUBSCRIPTIONS	1,774	1,800	1,800	1,720	1,720
54003	TRAINING & TRAVEL	1,485	4,900	4,900	3,000	6,000
54005	VEHICLE ALLOWANCE - MILEAGE	159	350	350	700	700
54006	OTHER EXPENSES	-	-	-	-	-
54007	COMMUNITY COMMUNICATIONS	20,806	59,414	59,376	45,000	64,690
	TOTAL OTHER SERVICES	25,694	67,264	67,226	51,220	74,610
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	632,086	812,109	817,823	662,315	681,007



DESCRIPTION OF DEPARTMENTAL OPERATIONS

The City Economic Development Director reports to the City Manager and is responsible for prospect development, industry contact and negotiation with industry representatives to encourage business development in Missouri City. The functions of the Economic Development Director include:

- Recruiting commercial and industrial business through targeted marketing; meeting with developers, brokers to encourage business development
- Answer questions from prospective business partners on available properties and understanding of City zoning ordinances
- Organize activities; prepare solicitation letters and information packets for distribution and proposals for specific targeted businesses.
- Research state and federal economic development programs and recommend policy changes to the City Manager
- Prepare presentations to City Council, public or private partners on new strategies and activities to encourage local business development
- Lead negotiations on business partnerships or development agreements for commercial and industrial business development in the City
- Others as directed by the City Manager



Total Full-Time Employees = 1

*The City Manager is included in the Council & Management Budget

STRATEGIES	DIVISIONAL GOALS
2	<ul style="list-style-type: none"> Develop a “Strategic Investment Zone” for the Texas Parkway corridor to incorporate economic development incentives (TIRZ #1, Ch. 380 agreements, and permit fee waivers) and code enforcement efforts to encourage redevelopment in this area.
2	<ul style="list-style-type: none"> Use the analysis and redevelopment strategy of the Texas Parkway corridor by a professional third party to promote redevelopment options to interested developers and retailers.
2	<ul style="list-style-type: none"> Promote Missouri City at the annual International Council of Shopping Centers (ICSC) conference in Las Vegas, Nevada and annual ICSC Texas conference in Dallas, Texas.
2	<ul style="list-style-type: none"> Develop and implement a coordinated national business recruitment effort based around membership in the GHP’s Opportunity Houston 2.0.
2	<ul style="list-style-type: none"> Assess the potential of a youth sports complex. Assume a positive business potential and identify and secure a site, while creating an agreement framework and conceptual plan.
2	<ul style="list-style-type: none"> Develop an annual update schedule for the City Council from the major economic development partners on joint community efforts.
2	<ul style="list-style-type: none"> Create standardized annual departmental report including incentive tracking and agreement compliance.
2	<ul style="list-style-type: none"> Coordinate with related departments to negotiate a development agreement for the next business park.
2	<ul style="list-style-type: none"> Work with planning and development services on any needed changes in zoning to address uses and development aesthetics which do not promote a positive image of Missouri City.
2	<ul style="list-style-type: none"> Create a brand and image campaign for Missouri City.
2	<ul style="list-style-type: none"> Work with external partners such as HCC, local banks, accounting services and others to implement a small business initiative which is recognized as a model to be rolled out County wide.
2	<ul style="list-style-type: none"> Work with the land owners at the intersection of Fort Bend Toll Road and Hwy 6 on a vision for the area as a regional employment center. Craft an action plan for City Manager and Council consideration to accomplish this objective.
2	<ul style="list-style-type: none"> Sit for the CEcD Exam in October.
2	<ul style="list-style-type: none"> Work with area land owners and developers on a Municipal Management District for the Highway 90A corridor.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Executive Director of Economic Development	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	25
Total Full-Time Employees	0	1	1	1	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **GENERAL GOVERNMENT**
ECONOMIC DEVELOPMENT

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-10-109**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Respond on Economic Development contacts provided within three working days.	N/A	N/A	N/A	95%
<input type="checkbox"/> Successful achievement of identified strategic plan objectives	N/A	N/A	N/A	95%
<input type="checkbox"/> Successful Implementation of new business recruitment	N/A	N/A	N/A	95%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Number of Site Selector tours and Business Recruitment Missions	N/A	N/A	N/A	5
<input type="checkbox"/> Number of business visits to assess needs of the business community	N/A	N/A	N/A	150
<input type="checkbox"/> Achieving a minimum 10% required return to the City from incentives provided to projects brought before Council and agreements approved	N/A	N/A	N/A	85%

GENERAL GOVERNMENT - ECONOMIC DEVELOPMENT

101-10-109

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	-	110,000	110,000	100,007	109,990
51002	ADDITIONAL COMPENSATION	-	-	-	-	40
51003	COMPENSATED ABSENCES	-	-	-	-	-
51004	OVERTIME	-	-	-	-	-
51103	MAYOR/COUNCIL	-	-	-	-	-
51201	CAR-CLOTHING ALLOWANCE	-	-	-	-	3,000
51202	CELL PHONE ALLOWANCE	-	1,080	1,080	999	1,080
51301	LONG TERM DISABILITY	-	336	336	278	373
51302	TAXES, SOCIAL SECURITY	-	8,415	8,415	7,629	8,500
51303	HOSP-LIFE-DENT-VIS INS	-	13,619	13,619	4,837	5,825
51304	PRORATED HEALTH/DENT/VIS	-	-	-	213	-
51305	RETIREMENT	-	6,628	6,628	5,283	10,000
51306	WORKERS COMPENSATION	-	201	201	136	140
	TOTAL PERSONNEL	-	140,279	140,279	119,382	138,948
52001	OFFICE SUPPLIES	-	1,000	1,000	500	2,500
	TOTAL COMMODITIES	-	1,000	1,000	500	2,500
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	223
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	223
54001	PRINTING & PUBLICATIONS	-	-	-	-	-
54002	DUES & SUBSCRIPTIONS	-	800	1,800	1,800	54,070
54003	TRAINING & TRAVEL	-	1,400	4,900	10,700	32,598
54005	VEHICLE ALLOWANCE - MILEAGE	-	1,800	1,800	-	-
54006	OTHER EXPENSES	-	-	-	-	-
54008	COUNTY ECONOMIC DEVELOPMENT	-	37,500	43,500	37,500	25,000
54009	CITY ECONOMIC DEVELOPMENT	-	80,000	69,500	84,500	111,850
	TOTAL OTHER SERVICES	-	121,500	121,500	134,500	223,518
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	-	262,779	262,779	254,382	365,189

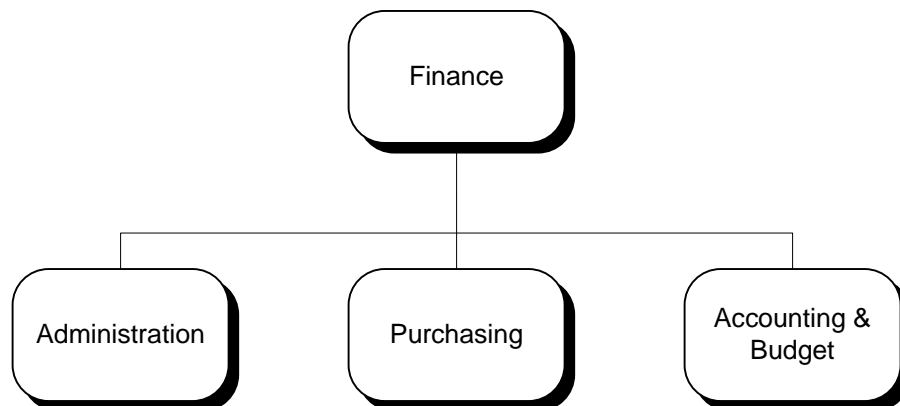
**DEPARTMENTAL VISION
STATEMENT**

Recognized as a Premier Finance Organization that excels in forward thinking and innovation, maximizing efficiency while maintaining the highest integrity.

**DEPARTMENTAL
MISSION STATEMENT**

“Dedicated to the safeguarding of public assets through sound financial practices”

FINANCE
<ul style="list-style-type: none">▪ Finance Administration▪ Purchasing▪ Accounting & Budget



FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

- ❑ Receipt of the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) of the United States and Canada for the period ending June 30, 2013.
- ❑ Receipt of the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA) of the United States and Canada for FY 2014.
- ❑ Received the “Gold Star” award for third consecutive year from the Texas Comptroller’s Office for Financial Transparency.
- ❑ Completed fifth year development of 5-year strategic plan as part of Leadership Project which included addressing areas for the ERP implementation, communications of new processes, and update of procedures resulting from new ERP. In addition, established a new 5-year strategic plan
- ❑ Continue improved departmental processes by cross-training and adding additional training opportunities for staff.
- ❑ Continue added implementation of new ERP services, updating existing processes, and planning for new upgrades. Revised many Employee Self Serve (ESS) processes, improved accounts payable processes, and enhanced scanning and paperless documentation for improved efficiencies.
- ❑ Conducted “Accounting 101” training to council members.
- ❑ Exceeded \$100,000 in PCard rebates.
- ❑ Implemented new procedures for Tyler Munis end users for cost savings efficiencies.
- ❑ Conducted and awarded new audit services RFP process.
- ❑ Implemented use of Tyler Content Management (Imaging) features in MUNIS purchasing software.
- ❑ Implementing new processes that will allow the Purchasing Department to eventually go paperless.
- ❑ Updated the Purchasing Manual with new HUB/CDBG procedures.
- ❑ Implemented new bid procedures to meet CDBG funded project requirements.
- ❑ Implemented an electronic routing process for educational reimbursement request that reduced the processing time.
- ❑ Implementing a Small Business purchasing outreach program.
- ❑ Implemented the posting of solicitations on Public Purchase website for free bid downloads for vendors.

DEPARTMENTAL DESCRIPTION

The Finance Department has general responsibility for the financial administration of the City. The Department is responsible for recording and documenting all financial transactions, idle fund investment, debt management, budget preparation and coordination, risk management, tax collection, centralized cash receipts, accounts receivable, contract management, payroll, purchasing goods and services for the City, and payment of all invoices.

STRATEGIES	DEPARTMENTAL GOALS
------------	--------------------

ERP

- | | |
|---|---|
| 1 | Greater utilization of software; Maintain compliance of processes |
| 1 | Work with HR/OD to develop department applicant testing and review process utilizing available software |
| 1 | Evaluate the efficiency of citywide utilization of software that affects the Finance Department |
| 1 | Identify areas of non-compliance of processes and obtain a sample of feedback data from non-compliant areas |
| 2 | Improved software reporting |
| 3 | Design protocol to receive and maintain information on projects or programs |

Communication/Reporting

- | | |
|---|---|
| 1 | Improve communication internally and externally; Aggressive coordinated grant search effort |
| 1 | Review communication survey questions from FY2010, make appropriate updates and submit to departments for feedback |
| 1 | Improve communications with other departments relating to agendas, processes and purchasing. |
| 2 | Timely information to and from city departments; |
| 3 | Promote the education and use of existing and expanded electronic information; Enhance existing city website; Research alternative reports utilizing departmental measures |
| 3 | Identify sources of information for implementation of new projects (resources needed, timelines, departmental involvement, budget, total cost) |
| 3 | Create E-forms library by financial division, i.e., Purchasing, Payroll, Budget and Accounting |
| 3 | Develop method to capture activity measures/performance indicators in central location |
| 3 | Develop notification method to Finance Department of all new hires and promoted employees to determine financial training needed. Work in conjunction with IT to develop appropriate software access |
| 4 | Research moving fiscal year to October 1 st by analyzing and calculating fiscal impact to funds in order to convert to October 1 fiscal year; Prepare city staff for MUNIS budget development. |
| 4 | Update directory of the Finance team by name with job title and brief description of job responsibilities and supervisory functions and post electronically for all departments to see. Update as needed |
| 4 | Receive Munis training and provide staff with training ,especially budget training |

Policy Development/Compliance

- 1 Formal documentation & policy
- 1 Review and update existing procedural documentation & financial policies
- 1 Communicate to Finance managers when changes are made to procedures & policies in a timely manner
- 1 Notify appropriate users of updates to external and internal policies
- 1 Notify Finance Director of all policy changes
- 1 Provide electronic access to policies and procedures
- 1 Review travel reimbursement policy for efficiency using ERP (Employee Self Service)
- 3 Identify areas of accountability by other departments in accordance with recommended practices in financial processes. (Federal/State laws, City policies and Generally Accepted Accounting Principles)
- 4 Develop accountability levels for other departments; Reduce areas of duplication while enhancing existing processes

Staff Development

- 1 Retain/hire quality staff
- 4 Implement policies and develop training plan for new hires and promoted employees

DEPARTMENT: **FINANCE**
DIVISION: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-12-110**

DESCRIPTION OF DIVISIONAL OPERATIONS

The Director of Finance is appointed by the City Manager, confirmed by Council, and is responsible for supervising accounting, purchasing, payroll, tax collection, accounts receivable, insurance and workers' compensation programs; and investments to assure maximum interest earnings.

The Director of Finance and entire Finance Department staff assist the City Manager in preparing and presenting budget documents to Council, assist in the annual audits, and prepare the Annual Comprehensive Financial Report and other financial reports of the City.

Finance administration provides managerial, analytical, and administrative support for the Finance Department, City Manager, Assistant City Managers and other departments of the City.

This division oversees the preparation of the annual budget and monitors compliance during the year.

Director of Finance

Total Full-Time Employees = 1

DEPARTMENT: **FINANCE**
 DIVISION: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-12-110**

STRATEGIES	DIVISIONAL OBJECTIVES
------------	-----------------------

- | | |
|---|--|
| 1 | • Actively communicate procedural changes to Finance Managers in a timely manner. |
| 1 | • Assist staff with establishing method to enhance relationships with other departments that provide information and that need information from Finance. |
| 3 | • Assist staff with coordinating effort with HR/OD to facilitate training needs with new hires. |
| 3 | • Coordinate with staff to communicate and educate reasons for accounting and auditing requirements that necessitate specific information. |
| 4 | • Prepare report on changing to an October 1 fiscal year |

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Finance	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	Uncl.
Total Full-Time Employees	1	1	1	1	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **FINANCE**
DIVISION: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-12-110**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Complete budget documents within budget calendar	92%	99%	96%	100%
❑ Provide timely accurate response to requests from City Staff	94%	98%	95%	98%
❑ Complete audit report and workpapers per the audit schedule	93%	100%	96%	100%
❑ Improve the use of integrated accounting and financial management system while implementing and developing features of current software that will increase efficiency and effectiveness	60%	96%	65%	80%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Prepare budget annually for Distinguished Budget Award Certificate of Excellence	1	1	1	1
❑ Prepare Comprehensive Annual Financial Statement for Certificate of Achievement for Excellence	1	1	1	1
❑ Five year Revenue & Expenditure Analysis	1	1	1	1
❑ Quarterly Financial & Investment Report Presentations	4	4	4	4

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FINANCE - ADMINISTRATION

101-12-110

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	111,705	113,288	113,288	113,585	113,288
51002	ADDITIONAL COMPENSATION	422	528	528	464	512
51201	CAR-CLOTHING ALLOWANCE				2,875	3,000
51202	CELL PHONE ALLOWANCE	1,083	1,080	1,080	1,083	1,080
51301	LONG TERM DISABILITY	280	381	381	302	396
51302	TAXES, SOCIAL SECURITY	7,996	8,790	8,790	8,615	9,017
51303	HOSP-LIFE-DENT-VIS INS	8,383	8,444	8,444	8,117	8,949
51304	PRORATED HEALTH/DENT/VIS	-	-	-	-	
51305	RETIREMENT	5,949	6,922	6,922	6,160	10,609
51306	WORKERS COMPENSATION	211	210	210	164	149
	TOTAL PERSONNEL	136,029	139,643	139,643	141,365	147,000
52001	OFFICE SUPPLIES	122	200	200	75	100
52003	WEARING APPAREL		40	40	40	-
52004	MINOR TOOLS & EQUIPMENT	298	500	500	350	350
52006	POSTAGE	68	150	150	75	75
52009	OTHER/MISC	2	-	-		
52014	COMPUTER EQUIP RENTAL FEE	725	1,088	1,088	1,088	1,450
52015	FLEET RENTAL FEE	875	1,673	1,673	1,313	
52016	CENTRAL GARAGE ALLOC	3,478	2,999	2,999	2	-
52017	FUEL, OIL & LUBRICANTS	1,800	2,040	2,040	787	
	TOTAL COMMODITIES	7,368	8,690	8,690	3,730	1,975
53001	MINOR EQUIP MAINT/RPR & RNT					
53002	INSURANCE	1,676	1,939	1,939	2,394	2,070
53004	SPECIAL SERVICES & LEGAL	72,950	78,500	132,200	78,500	88,500
53007	CONFERENCE EXPENSE	3,731	3,000	4,500	3,800	3,800
53009	BLDG MAINTENANCE ALLOC	2,039	2,214	2,214	2,156	
53012	COMPUTER SERVICES ALLOC	13,979	6,295	6,295	9,000	
	TOTAL CONTRACTUAL SERVICES	94,375	91,948	147,148	95,850	94,370
54001	PRINTING & PUBLICATIONS	3,892	5,000	9,200	5,000	5,000
54002	DUES & SUBSCRIPTIONS	2,037	2,200	2,200	2,500	2,500
54003	TRAINING & TRAVEL		-	-	35	
	TOTAL OTHER SERVICES	5,929	7,200	11,400	7,535	7,500
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	243,701	247,481	306,881	248,480	250,845

DESCRIPTION OF DIVISIONAL OPERATIONS

The Purchasing and Risk Manager reports directly to the Director of Finance with the primary responsibilities of procuring all goods and services for the City, develop budget allocations, risk management, manage travel, and administer the purchasing card program.

Purchasing - sources commodities and services, prepares specifications, obtains pricing, verifies references, and evaluates this information to recommend the procurement that is in the best interest of the City.

Risk Management – processes liability and property damage claims, prepares annual insurance re-rate, and adds and deletes coverage for real and personal property.

Contract Management – performs contract development, performance review, negotiation, legal compliance review, management, and administration of all expenditure contracts. Assists departments in administration and contractor compliance with provisions.

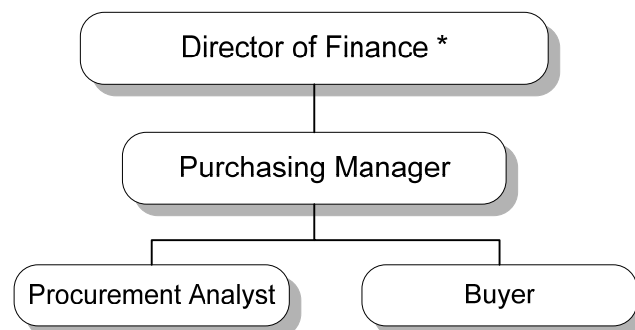
Travel – processes requests, books air reservations, reviews reimbursement requests and reconciles travel reports submitted by employees.

Budget Preparation – assists in preparation of the City’s budget by calculating allocations for expenditures in insurance, telecommunications, utilities, and defining those expenditure parameters.

Purchasing Card – develops policy and procedures, administers the program and assists cardholders in using the system. Prepares and submits download of data to Accounts Payable for GMBA processing. Audits all transactions for compliance with City policy.

Policy Development – assists management by developing, revising, implement, and enforcing various City policies that impact the expenditure of funds. These policies include Purchasing, Risk Management, Purchasing Card, Travel, Education, Uniform, Cell Phone, Contracts, and Vehicle Use.

The Division also provides services such as centralized delivery and distribution of supplies, administration and management of commonly used equipment such as postage meter, pagers, and cell phones, disposal of surplus and salvage property, and vehicle registration.



Total Full-Time Employees = 3

*Director of Finance is included in the Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
3	<ul style="list-style-type: none"> • Implement a Small Business program
3	<ul style="list-style-type: none"> • Migrate to the new JP Morgan Purchasing Card website; to include updating the Purchasing card policy and the Pcard training program.
3	<ul style="list-style-type: none"> • Update the City's Business Meals and Travel policies and procedures.
3	<ul style="list-style-type: none"> • Update the City's Purchasing Contract policies and procedures to incorporate HUB and CDBG contract standards.
3	<ul style="list-style-type: none"> • Draft new Munis training manuals and conduct train sessions as needed.
3	<ul style="list-style-type: none"> • Work with the City's Secretary to post solicitations on the City's web page.
3	<ul style="list-style-type: none"> • Set up a process for coding vendors by classification in Munis.
3	<ul style="list-style-type: none"> • Implement Munis Bid Module.
3	<ul style="list-style-type: none"> • Update Purchasing Manual to accommodate changes in procedure resulting from MUNIS software program implementation.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Purchasing and Risk Manager	1	1	1	1	23
Procurement Analyst	1	1	1	1	15
Buyer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	7
Total Full-Time Employees	3	3	3	3	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **FINANCE**
DIVISION: **PURCHASING**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-12-112**

STRATEGIES	PERFORMANCE INDICATORS			
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Convert approved requisitions within five business days of departmental approval	80%	90%	99%	99%
❑ Download, reconcile, and transfer to Accounting monthly Purchasing card transactions by the 15 th of each month.	55%	58.3%	60%	60%
❑ Issue monthly report on contract awards to small businesses	-0-	-0-	-0-	92%

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Regular Purchase Orders Issued	613	650	1,130	1,146
❑ Insurance Claims Processed	32	36	53	64
❑ Purchasing Card Transactions	8,615	9,800	6,800	7,009
❑ Competitive Solicitations and Contracts Prepared & Issued	180	200	180	180
❑ Annual Purchasing Card Transaction Volume (in thousands)	\$7,752	\$8,800	\$5,440	\$6,500
❑ PCard Rebate Earned	\$115,686	\$161,000	\$116,651	\$120,000
❑ Term Contracts Issued	91	100	90	110
❑ Dollar Value of Regular Purchase Orders Issued (in thousands)	\$32,010	\$36,000	\$14,258	\$19,650

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FINANCE - PURCHASING & RISK MANAGEMENT

101-12-112

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	140,417	145,765	145,765	145,908	149,781
51002	ADDITIONAL COMPENSATION	1,120	672	672	796	940
51003	COMPENSATED ABSENCES	2,696	-	-	-	-
51004	OVERTIME	-	-	-	-	-
51201	CAR-CLOTHING ALLOWANCE					
51202	CELL PHONE ALLOWANCE	875	1,080	1,080	1,083	1,080
51301	LONG TERM DISABILITY	438	490	490	487	510
51302	TAXES, SOCIAL SECURITY	10,735	11,285	11,285	10,672	11,613
51303	HOSP-LIFE-DENT-VIS INS	20,739	22,437	22,437	19,924	23,125
51304	PRORATED HEALTH/DENT/VIS	-	-	-	-	-
51305	RETIREMENT	7,658	8,888	8,888	7,693	13,662
51306	WORKERS COMPENSATION	271	302	302	204	191
	TOTAL PERSONNEL	184,949	190,919	190,919	186,767	200,902
52001	OFFICE SUPPLIES	1,152	1,000	1,000	1,000	1,000
52002	MEALS & DRINKS	42	-	-		
52003	WEARING APPAREL	-	-	-		
52004	MINOR TOOLS & EQUIPMENT	1,266	300	1,100	1,100	300
52005	EDUC, TRAINING & SUPPLIES	-	-	-		
52006	POSTAGE	132	100	100	100	100
52009	OTHER/MISC	-	-	-		
52014	COMPUTER EQUIP RENTAL FEE	575	863	863	863	1,150
	TOTAL COMMODITIES	3,167	2,263	3,063	3,063	2,550
53001	MINOR EQUIP MAINT/RPR & RNT	-				
53002	INSURANCE	224	452	452	404	448
53004	SPECIAL SERVICES & LEGAL	7,880	-	250	250	250
53007	CONFERENCE EXPENSE	1,477	3,000	2,557	1,000	2,000
53009	BLDG MAINTENANCE ALLOC	6,457	7,011	7,011	6,826	
53010	OTHER/MISC	-	-	-		
53012	COMPUTER SERVICES ALLOC	20,969	23,201	23,201	33,170	
	TOTAL CONTRACTUAL SERVICES	37,007	33,664	33,471	41,650	2,698
54001	PRINTING & PUBLICATIONS	2,405	5,335	5,335	5,335	5,335
54002	DUES & SUBSCRIPTIONS	720	770	770	770	670
54003	TRAINING & TRAVEL	1,688	2,210	3,954	1,900	2,000
54005	VEHICLE ALLOWANCE - MILEAGE	491	339	339	50	50
54006	OTHER EXPENSES	-	-	-	-	
	TOTAL OTHER SERVICES	5,304	8,654	10,398	8,055	8,055
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	230,427	235,500	237,851	239,535	214,205

DESCRIPTION OF OPERATIONS

The Accounting & Budget Division is responsible for the preparation, oversight, and reporting of the City's records and books. Financial reporting, annual city budgeting and audit requirements are the primary outputs of the records and books. The Assistant Finance Director provides oversight for the three (3) sub-divisions in the Accounting Division:

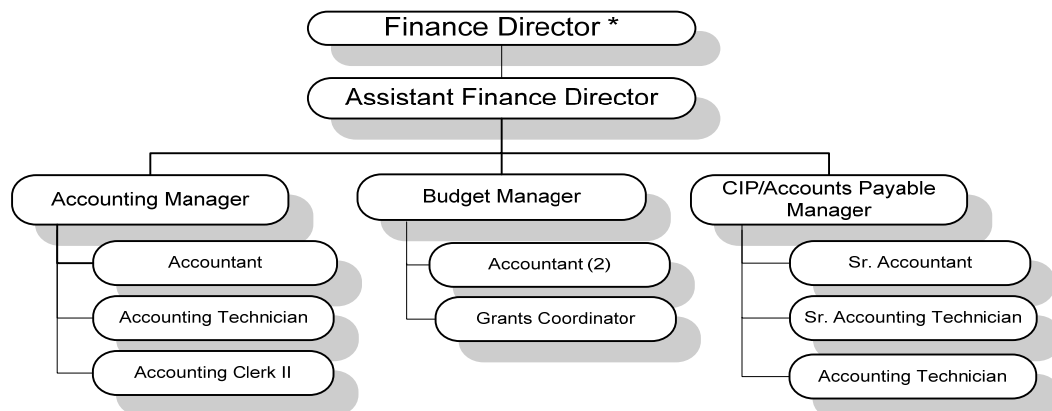
- **Accounting**
- **Budget & Financial Reporting**
- **CIP/Asset Management**

The Accounting function provides direct oversight for the City's Payroll and Revenue operations, as well as monitor the City's cash flow to assure proper funds are available for disbursement while maximizing its interest earnings level. This function also oversees revenue billings and collections, as well as the prompt deposit of receipts, the recording of and billing of areas such as alarm permits for private burglar/fire alarms, fire calls, false alarms, Wastewater Treatment Plant (WWTP) operation reimbursements, and various miscellaneous billings. Monthly revenue projections are also a major task for the Revenue function to ensure anticipated levels of revenues are maintained during the year.

The Budget & Financial Reporting function has the primary duty of coordinating and assisting in the preparation of the City's Comprehensive Annual Financial Statements (CAFR), annual budget, audit work papers, and the monthly closing and reporting process. Other duties include grant reporting, bank reconciliations and acting as financial liaison for Tax Increment Reinvestment Zones, Public Improvement Districts, the Radio Communications Tower, the Mustang Bayou Wastewater Treatment & Water Plants and the Steepbank/Flatbank Wastewater Treatment Plant and additional water and wastewater activities.

The CIP/Asset Management function monitors the City's Accounts Payable and Capital Asset program for accurate payment of vendor invoice, inventory tracking and recording, depreciating, and the reconciling of capital assets to meet GASB 34 compliance and the City's Capital Asset Policy. This function also prepares the CIP portion of the annual budget, and tracks the actual and projected revenues and disbursements of each project.

The City's Accounting Division excellent efforts has allowed the City to receive the *Distinctive Budget Award* from the Government Finance Officers Association (GFOA) for 29 consecutive years, the *Certificate of Achievement for Excellence in Financial Reporting* from the GFOA for 28 consecutive years, and the "Gold Star" award for Financial Transparency from the Texas Comptroller's Office for our first year.



Total Full-Time Employees = 13

*Finance Director is included in Finance Administration Divisional Budget.

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **FINANCE**
DIVISION: **ACCOUNTING & BUDGET**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-12-114**

STRATEGIES	DIVISIONAL OBJECTIVES
1	Formal documentation of procedures and policy establishment: Review and update existing procedural documentation & financial policies. Communicate to Finance managers when changes are made to procedures & policies. Notify appropriate users of updates to external and internal policies. Notify Finance Director of all policy changes. Provide electronic access to policies and procedures. Review travel reimbursement policy for efficiency using ERP (Employee Self Service)
2	Retain/Hire quality staff: Offer various alternative work schedules to meet the needs of employees; Prepare an individualized employee training program; Improving communication between staff and managers to enhance overall work environment. Through added supervisory training, better methods are intended to insure quality hiring.
3	Improve communication internally and externally: Review communication survey questions from FY2010, make appropriate updates and submit to departments for feedback.. Communications with other departments (ex: agendas, processes, purchasing)
4	Greater utilization of software: Evaluate the efficiency of citywide utilization of software that affects the Finance Department.
4	Maintain compliance of processes: Identify areas of non-compliance of processes. Obtain a sample of feedback data from non-compliant areas.
4	Aggressive coordinated grant search effort: Research and identify grant responsibilities.

Personnel Schedule					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Assistant Director of Finance	1	1	1	1	24
Budget & Financial Reporting Manager	1	1	1	1	23
Accounting Manager	1	1	1	1	23
CIP/Accounts Payable Manager	1	1	1	1	23
Sr. Accountant	1	1	1	1	13
Accountant	3	3	3	3	11
Sr. Accounting Technician	0	0	1	1	12
Accounting Technician	3	3	2	2	8
Accounting Clerk II	1	1	1	1	5
Grants Coordinator	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	
Total Full-Time Employees	12	12	12	13	
Part-Time Employees	0	0	1	1	\$8.50/hr

PERFORMANCE INDICATORS

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
❑ Hold training sessions once a month on various Finance related topics	16.6%	50%	25%	75%
❑ Resubmit ACH (Vendor EFT payment or Payroll direct deposits) returned within one business day after notified by our bank	95%	100%	95%	98%
❑ Eliminate mailed alarm permit renewal letters with emailed renewal notices	40%	50%	60%	75%
❑ Reduce the percentage of AP invoices sent directly to departments from vendors	95%	95%	80%	90%
❑ Maintain a goal of 5 days for department approval of vendor invoices	80%	95%	80%	95%

ACTIVITY MEASURES

	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
❑ False alarm billings	908	1,100	918	930
❑ Miscellaneous accounts receivable statements	3,000	4,000	3,000	3,000
❑ Alarm permits issued	6,637	7,300	5,136	6,000
❑ Direct deposit checks (payroll)	6,101	9,000	9,151	9,610
❑ Manual Payroll direct deposits issued	44	50	66	70
❑ Electronic Funds Transfer (EFT) payments	1,560	1,800	1,400	1,500
❑ Cashier transactions	30,110	23,000	25,710	30,000
❑ Credit/Debit Card transactions	19,836	23,000	17,000	17,000
❑ NSF(Nonsufficient Funds) items	20	25	25	30
❑ Assets Maintained	5,452	5,450	5,500	5,550
❑ Investment Transactions (Purchases)	4	4	3	5
❑ Journal Entry Transactions	2,425	360	2,600	2,800
❑ A/P Checks Issued	735	700	700	750
❑ Revenue receipts scanned	33,121	25,300	28,281	33,000
❑ Accounts Payable invoices and supporting documents scanned	19,550	23,000	18,000	18,500
❑ Budget transfers processed	43	150	110	115

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FINANCE - ACCOUNTING

101-12-114

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	578,779	589,529	589,529	578,248	617,521
51002	ADDITIONAL COMPENSATION	5,124	5,352	5,352	4,648	5,148
51003	COMPENSATED ABSENCES	2,409	-	6,433	6,433	-
51101	PART TIME: 20-29 HOURS	2,234	1,610	-	-	-
51102	PART TIME:LESS THAN 20 HR	1,414	-	4,500	8,330	6,630
51202	CELL PHONE ALLOWANCE	510	-	4,200	4,373	4,320
51301	LONG TERM DISABILITY	1,796	1,981	1,981	1,943	2,111
51302	TAXES, SOCIAL SECURITY	43,219	45,632	45,632	44,389	48,471
51303	HOSP-LIFE-DENT-VIS INS	95,334	99,235	84,870	86,148	111,947
51304	PRORATED HEALTH/DENT/VIS	169	-	842	841	-
51305	RETIREMENT	30,837	35,842	35,842	29,893	56,429
51306	WORKERS COMPENSATION	1,101	1,091	1,091	836	798
	TOTAL PERSONNEL	762,926	780,272	780,272	766,082	853,375
52001	OFFICE SUPPLIES	4,953	4,500	2,975	3,100	3,500
52002	MEALS & DRINKS		-	-	60	
52003	WEARING APPAREL		120	389	389	375
52004	MINOR TOOLS & EQUIPMENT	1,942	300	4,100	4,100	1,200
52005	EDUC, TRAINING & SUPPLIES	620	300	300	300	500
52006	POSTAGE	9,648	12,000	8,000	7,852	8,000
52009	OTHER/MISC		-	-		
52014	COMPUTER EQUIP RENTAL FEE	3,275	4,913	4,913	4,913	6,150
	TOTAL COMMODITIES	20,438	22,133	20,677	20,714	19,725
53001	MINOR EQUIP MAINT/RPR & RNT		-	-	-	
53002	INSURANCE	1,397	1,915	1,915	1,711	1,916
53004	SPECIAL SERVICES & LEGAL	9,715	9,140	9,462	19,291	20,716
53005	SERVICE AGREEMENTS/REPAIR		2,500	1,737	1,737	1,820
53007	CONFERENCE EXPENSE	3,764	4,800	4,100	4,100	4,800
53009	BLDG MAINTENANCE ALLOC	37,721	40,959	40,959	39,878	
53010	OTHER/MISC		-	-		
53012	COMPUTER SERVICES ALLOC	89,701	108,269	108,269	154,793	
53017	DELINQUENT ATTORNEY FEES	56,054	65,000	65,000	65,000	65,000
53018	BANK FEES	46,637	66,000	66,000	66,000	60,000
53020	SOLID WASTE MUD ADMIN FEE	41	-	-		
53021	CENTRAL APPRAISAL DISTRIC	131,285	145,000	145,000	145,000	144,000
53022	PASS THRU GOLF COURSE INV	53,622	-	-	-	
	TOTAL CONTRACTUAL SERVICES	429,937	443,583	442,442	497,510	298,252
54001	PRINTING & PUBLICATIONS	432	1,100	1,100	717	2,100
54002	DUES & SUBSCRIPTIONS	1,971	2,501	2,626	2,626	2,497
54003	TRAINING & TRAVEL	10,817	7,000	9,472	9,472	15,875
54005	VEHICLE ALLOWANCE - MILEAGE	67	300	300	294	300
	TOTAL OTHER SERVICES	13,287	10,901	13,498	13,109	20,772
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	1,226,588	1,256,889	1,256,889	1,297,415	1,192,124

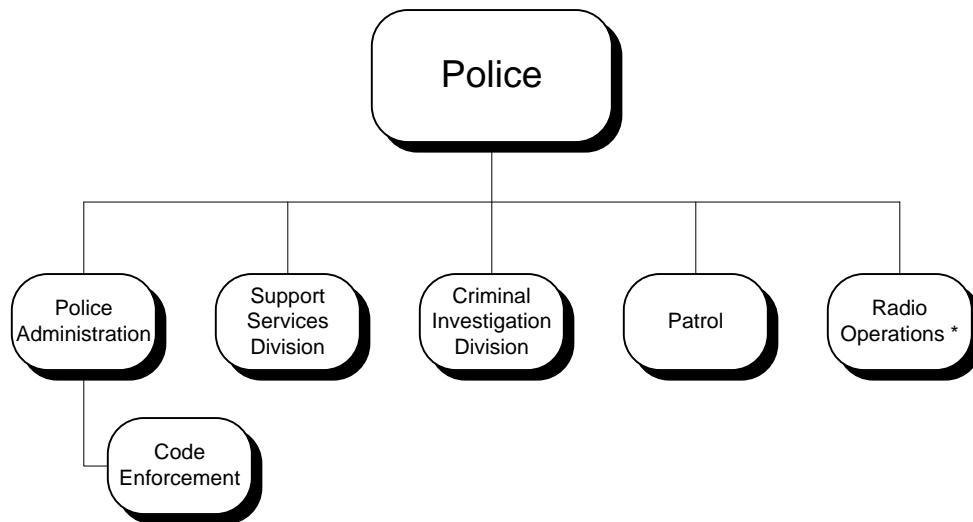
**DEPARTMENTAL
VISION STATEMENT**

The vision of the Missouri City Police Department is to make Missouri City the safest city in Texas.

**DEPARTMENTAL
MISSION STATEMENT**

The Missouri City Police Department is a value driven organization committed to excellence and will cooperate and collaborate with the community to make Missouri City a better place to live, work, play and shop.

POLICE
<ul style="list-style-type: none">▪ Administration▪ Support Services▪ Criminal Investigation Division (C.I.D)▪ Patrol▪ Radio Operations▪ Code Enforcement



* Radio Operations is included in Special Revenue Funds

FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

- ❑ Automobile Theft and Burglary Unit shut down several area “chop shops” during a collaborative operation with the Houston Police Department.
- ❑ Assumed command of the East Regional Special Crimes Unit.
- ❑ Entered into a mutual aid agreement with the Houston Police Department for Internet Crimes against Children investigation (ICAC).
- ❑ Worked collaboratively with the city legal team to create an ordinance regulating sex offenders and the location of their residences and an ordinance regulating metal recycling and crafted metal dealers.
- ❑ 100% of the police department personnel were trained and certified in CPR, AED, Active Shooter and SABA and completed annual Block Training.
- ❑ Developed a five (5) person motorcycle traffic unit. Scheduled to deploy May 19th.
- ❑ Acquired 12 new patrol vehicles through a collaborative agreement with city finance and fleet services utilizing narcotics seizure funds.
- ❑ Implemented on-line reporting of minor offenses using the OSSI software.
- ❑ Established a kiosk reporting system in the police department lobby.
- ❑ Formed a partnership with FBISD and the Drug Enforcement Agency to dispose of unwanted prescription medications at the end of the school year. Expanded the prescription drug drop box program to the police mini-station.
- ❑ Successfully passed the Texas Crime Information Center (TCIC) audit.
- ❑ Facilitated the Northwestern School of Police Staff and Command and the Penn State High Impact Supervision class.
- ❑ The department was successfully reaccredited by The Texas Police Chief Association.
- ❑ The department implemented and held the First Annual MCPD Pride Basketball Tournament.
- ❑ Performed the “I Choose to Follow the Rules” program and the Consequences program to two (2) schools.

DEPARTMENTAL DESCRIPTION

The Police Department is made up of the Police Administration Division, the Support Services Division, the Criminal Investigation Division, the Patrol Division, and Radio Operations.

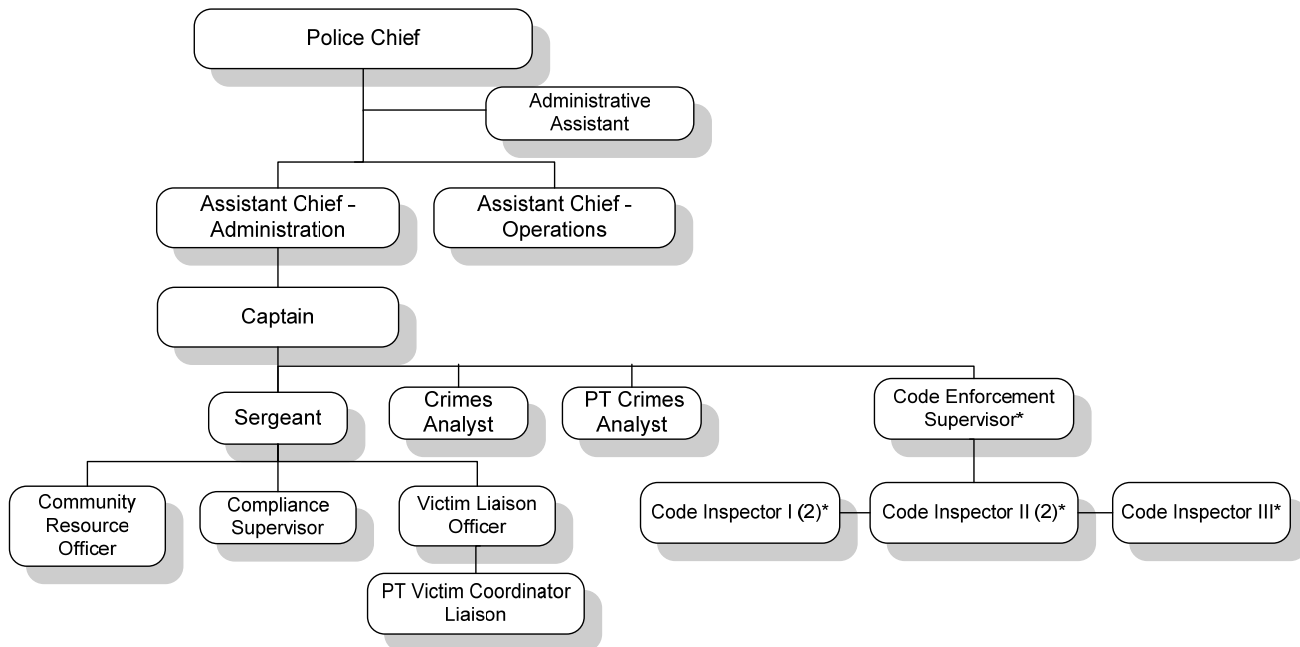
STRATEGIES	DEPARTMENTAL GOALS
-------------------	---------------------------

- | | |
|---------|--|
| 3,4 | <input type="checkbox"/> Participate in the National Prescription Take Back Day as an official collection site, while at the same time expanding the current prescription drug box program to include other locations within the city. |
| 3,4 | <input type="checkbox"/> Send one supervisor to the Federal Bureau of Investigation National Academy. |
| 3,4 | <input type="checkbox"/> Pursue grant funding to maintain existing levels, contingent on availability. Obtain additional grants to enhance Police operations. |
| 1,2,3,4 | <input type="checkbox"/> Achieve and maintain full staffing in the patrol division and communication division throughout the year. |
| 3,4 | <input type="checkbox"/> Achieve a clearance rate on all Part I offense above the Texas average of 19%. |
| 1,3,4 | <input type="checkbox"/> Deploy at least five (5) motorcycle traffic units in an effort to decrease accidents. This will be accomplished through education, high visibility and enforcement action. |
| 3,4 | <input type="checkbox"/> Explore the option of using stipends or car allowances to offset the purchase of units. |
| 3,4 | <input type="checkbox"/> Assign a minimum of one cold case to each investigator per year to review and determine if any new leads or advances in forensic technology have been developed to assist in clearing the case. |
| 3,4 | <input type="checkbox"/> Continue with the "I Choose to Follow the Rules" and "Consequences" program while attempting to expand contingent on funding and manpower. |
| 3,4 | <input type="checkbox"/> Expand participation in the National Night Out event by increasing the activities. |
| 3 | <input type="checkbox"/> Work collaboratively with city community liaison representative to facilitate two town hall meetings. |

DESCRIPTION OF DIVISIONAL OPERATIONS

The Administrative Division of the MCPD is comprised of a total of twelve (12) employees. This consists of seven (7) sworn positions and five (5) civilian employees. The sworn positions are the Chief, two (2) Assistant Chiefs, Captain, Sergeant, a Community Resource Officer and a Compliance Supervisor. The five (5) civilian employees are the Command Staff Office Manager, the Crime Victim Liaison, the part-time Crime Victim Liaison, the Crime Analyst and the part-time Crime Analyst. The Chief and Assistant Chiefs provide executive leadership and oversight to the entire department.

The Captain oversees the department's training programs, human resources, crime prevention, grants, professional standards investigations (PSI), and research. Planning, research, and accreditation include management of a written directive system and online training system for the Department. This division maintains compliance with nationally recognized accreditation standards and organizes presentation of annual award ceremonies and memorial services. Administration also partners with the Fire Department to manage the Citizen's Police & Fire Academy.



Total Full-Time Employees = 10

Total Part-Time Employees = 2

*Code Enforcement employees are included in the Code Enforcement Division.

STRATEGIES	DIVISIONAL OBJECTIVES
1,3	<ul style="list-style-type: none"> Coordinate with the Fire Department, Homeowners Associations and the Police / Fire Auxiliary to conduct a Citizen Police and Fire Academy incorporating basic crime prevention and community policing information. Strive to achieve an attendance of 30.
1,3	<ul style="list-style-type: none"> Enhance Anti-drug / violence / gang program (I Choose to Follow the Rules) to two additional elementary schools and an additional 200 students. (Contingent upon funding).
1,3	<ul style="list-style-type: none"> Continue to administer the “Consequences” program and explore the options of expanding.
3,4	<ul style="list-style-type: none"> Maintain state training mandates for all officers, including advanced training for first line supervisors and command staff.
3,4	<ul style="list-style-type: none"> Host a second session of the Northwestern University, “School of Police Staff and Command”.
4	<ul style="list-style-type: none"> Complete all professional standards investigations per policy requirements.
4	<ul style="list-style-type: none"> Complete all background investigations per policy requirements.
3	<ul style="list-style-type: none"> Compile data for state mandated racial profiling report. Complete and submit report to TCOLE by March 1st deadline.
3	<ul style="list-style-type: none"> Compile data and complete a yearly review of all use of force incidents, pursuits and fleet accidents.
1,3	<ul style="list-style-type: none"> Host 2 police community town hall meetings through the Community Resource Officer.
1,3	<ul style="list-style-type: none"> Continually review all policies and maintain certification as a “Recognized” agency (Re-recognition).
1,3	<ul style="list-style-type: none"> Maintain and finalize existing grants while seeking others.
3,4	<ul style="list-style-type: none"> Perform a monthly audit of Narcotics and Petty Cash drawers.
3,4	<ul style="list-style-type: none"> Review yearly property room inspection and monthly audits.
3,4	<ul style="list-style-type: none"> Perform reviews and audits of jail cameras and in-car video cameras.
3,4	<ul style="list-style-type: none"> Standardize in-service testing of policies utilizing Power DMS.
3,4	<ul style="list-style-type: none"> Enhance and improve the current Crime Prevention program by conducting 4 additional inspections.
3,4	<ul style="list-style-type: none"> Conduct yearly “Block Training” covering topics such as TCOLE mandated courses, legal updates, firearms, defensive tactics, empty hand defensive tactics and CPR.
3,4	<ul style="list-style-type: none"> Implement Crime Prevention through Environmental Design (CPTED) into city growth planning process.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Police Chief	1	1	1	1	Uncl.
Assistant Police Chief	2	2	2	2	P7
Captain	1	1	1	1	P6
Community Resource Officer	1	1	1	1	P5
Sergeant	1	1	1	1	P4
Compliance Supervisor	1	1	1	1	P3
Office Manager	1	1	1	1	15
Crime Victim Liaison	1	1	1	1	10
Crime Analyst	1	1	1	1	11
Police Officer	1	0	0	0	P2
 Total Full-Time Employees	 11	 10	 10	 10	
 Part-Time Crime Analyst	 1	 1	 1	 1	
Part Time Victim Coordinator Liaison	0	2	1	1	
 Total Part-Time Employees	 1	 3	 2	 2	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: POLICE
DIVISION: POLICE ADMINISTRATION

FUNDING SOURCE: GENERAL FUND
FUND NUMBER: 101-13-120

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Maintain staffing levels in all divisions through recruiting and increased morale, thus lowering turnover rate.	98%	100%	95%	100%
❑ Complete all background investigations within 30 days.	100%	100%	80%	80%
❑ Complete all Professional Standards investigations within 45 days.	90%	100%	85%	85%
❑ Maintain statutorily required police training.	100%	100%	100%	100%
❑ Percentage of reports or audits turned in on time as per Texas Police Chief's Recognition (TPCA) standards.	90%	100%	100%	100%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Dispatched police calls for service	63,360	43,752	112,392	113,515
❑ Reported Cases / Reports	2,737	2,310	3,286	3,319
❑ Assigned / Investigated Cases	1,861	2,112	1,996	2,036
❑ Cases Cleared	643	646	620	626
❑ Accidents Investigated	955	868	1,030	1,040
❑ Citations Issued	9,879	13,000	10,146	10,247
❑ Arrests (adult & juvenile)	1,452	1,512	1,648	1,664
❑ Property Items Processed	3,682	2,212	2,696	2,723
❑ Warrants Issued	2,762	2,030	3,252	3,285
❑ HOA Presentations	432	240	324	324
❑ Children participating in "I Choose to Follow the Rules" or "Consequences"	1,500	2,000	1,650	1,667
❑ Calls for Service originating or handled at the Mini Station	109	109	109	110
❑ HOA presentations on current crimes and crime trends	300	325	325	330

===== CITY OF MISSOURI CITY =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

POLICE - ADMINISTRATION

101-13-120

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	642,602	660,348	660,348	762,511	707,841
51002	ADDITIONAL COMPENSATION	14,465	13,440	13,440	10,094	10,526
51003	COMPENSATED ABSENCES	58,455	-	-	27,561	-
51004	OVERTIME	12,271	7,000	7,000	18,500	12,000
51101	PART TIME: 20-29 HOURS	-	-	31,200	-	-
51102	PART TIME:LESS THAN 20 HR			-	32,134	49,950
51201	CAR-CLOTHING ALLOWANCE	1,823	1,800	1,800	6,222	7,800
51202	CELL PHONE ALLOWANCE	3,814	4,320	4,320	4,307	4,320
51301	LONG TERM DISABILITY	1,874	2,219	2,219	2,458	2,454
51302	TAXES, SOCIAL SECURITY	54,458	52,549	52,549	59,209	60,622
51303	HOSP-LIFE-DENT-VIS INS	67,613	73,175	73,175	67,266	87,844
51305	RETIREMENT	38,490	41,386	41,386	41,085	66,824
51306	WORKERS COMPENSATION	10,430	10,287	10,287	7,571	5,430
51999	CONTRA GRANT PERSONNEL COSTS	-	-	(79,193)	(79,193)	(80,329)
	TOTAL PERSONNEL	906,295	866,524	818,531	959,725	935,282
52001	OFFICE SUPPLIES	4,505	3,000	3,000	4,500	4,500
52002	MEALS & DRINKS	1,967	1,000	3,300	3,850	2,500
52003	WEARING APPAREL	2,254	5,860	5,860	5,860	6,500
52004	MINOR TOOLS & EQUIPMENT	5,956	3,000	3,000	3,000	19,000
52005	EDUC, TRAINING & SUPPLIES	12,198	15,200	12,900	12,100	15,200
52006	POSTAGE	1,014	1,100	1,100	1,100	600
52008	IDENTIFICATION SUPPLY/FIL	1,516	-	-	-	-
52009	OTHER/MISC	1,314	-	-	-	-
52011	FIREARMS	20,530	25,000	28,737	28,737	30,000
52014	COMPUTER EQUIP RENTAL FEE	2,200	4,800	4,800	4,800	6,400
52015	FLEET RENTAL FEE	15,388	13,331	13,331	13,331	27,838
52016	CENTRAL GARAGE ALLOC	46,284	40,836	40,836	45,812	
52017	FUEL, OIL & LUBRICANTS	23,326	30,000	30,000	30,000	30,000
52019	DONATION PURCHASES	22,740	15,000	-		-
52027	FED GRANT EXP-TASERS	14,576	-			-
52031	STATE GR-AUTO BURG/THEFT	5,634	-	-		-
52032	FED GRANT EXP-IP CAMERAS	10,000	-	-		-
52071	FED GR EXP-PANORAMIC CAM	10,000			-	-
	TOTAL COMMODITIES	201,402	158,127	146,864	153,090	142,538
53001	MINOR EQUIP MAINT/RPR & RNT	184	150	150	170	150
53002	INSURANCE	30,884	55,267	55,267	51,387	58,867
53004	SPECIAL SERVICES & LEGAL	14,373	16,595	16,595	16,595	16,595
53005	SERVICE AGREEMENTS/REPAIR	-	1,000	1,000	500	-
53007	CONFERENCE EXPENSE	6,895	7,500	7,500	7,500	7,500
53008	TELEPHONE	154	-		-	-
53009	BLDG MAINTENANCE ALLOC	28,206	30,627	30,627	29,819	
53012	COMPUTER SERVICES ALLOC	40,919	42,085	42,085	60,169	
53064	STORE FRONT OPERATIONS	28,787	37,092	46,182	37,092	18,200
	TOTAL CONTRACTUAL SERVICES	150,402	190,316	199,406	203,232	101,312
54001	PRINTING & PUBLICATIONS	1,890	2,000	2,000	2,000	2,000
54002	DUES & SUBSCRIPTIONS	3,000	2,400	2,460	2,460	3,000
54003	TRAINING & TRAVEL	9,097	8,000	8,000	11,500	19,500
54005	VEHICLE ALLOWANCE - MILEAGE	-	100	100	100	100

GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM

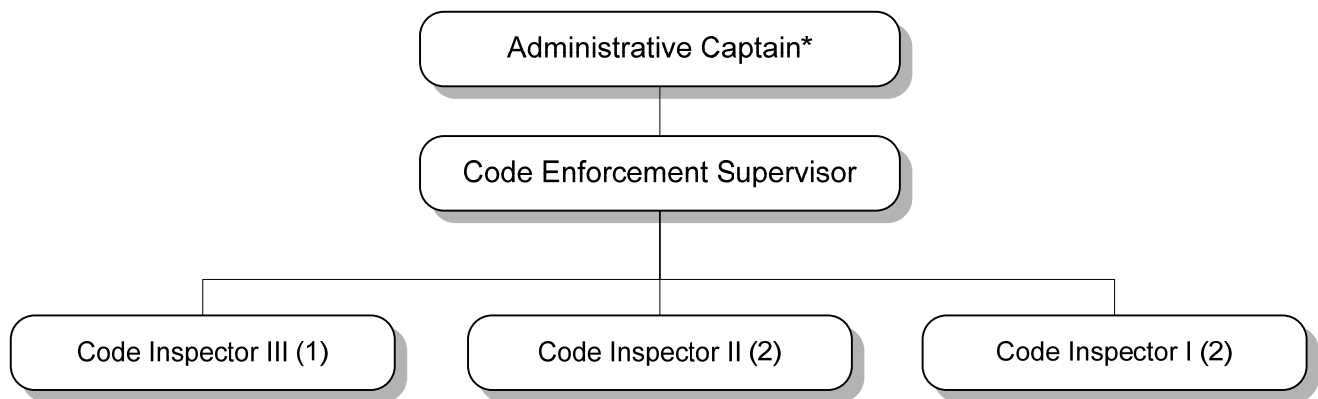
54027	TCLEOSE TRAINING	-	6,000	6,000	-	6,633
54028	POLICE SEMINAR EXPENSES	-	-	-	-	5,000
54029	SPECIAL INVESTIGATION	45	1,500	1,500	1,500	-
	TOTAL OTHER SERVICES	14,032	20,000	20,060	17,560	36,233
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	1,272,131	1,234,967	1,184,861	1,333,607	1,215,365



DESCRIPTION OF DIVISIONAL OPERATIONS

Under the Administrative Captain in the Police Department, the Code Enforcement Supervisor directly supervises the Code Enforcement Division. The Code Enforcement Division provides information to the public, responds to public requests for assistance and identifies and seeks corrections of code violations.

Inspectors in the Code Enforcement Division pro-actively enforce the zoning, nuisance, and housing codes, review sign plans and inspect sign construction. They work closely with residential and commercial Home Owner's Associations and Property Owner's Associations to achieve quality maintenance standards for residential and commercial properties.



Total Full-Time Employees = 6

*Administrative Captain is included in the Police Administration budget.

STRATEGIES	DIVISIONAL OBJECTIVES
1,3,4	<ul style="list-style-type: none"> Continue meeting each month with HOA representatives from the HOA's that provide a list of potential violations to discuss Code Enforcement activities within the neighborhood.
1,3,4	<ul style="list-style-type: none"> Create a database and establish a baseline of property conditions within the City and utilize the information to provide increased enforcement activity to prevent the deterioration of the condition of properties by the 3rd Quarter.
1, 3,4	<ul style="list-style-type: none"> Consider utilizing flex scheduling or overtime to address weekend violations.
1, 3	<ul style="list-style-type: none"> Increase the awareness of Code Enforcement activities to the community through four new informational clips to run on MCTV by the 4th Quarter.
1,3,4	<ul style="list-style-type: none"> Develop educational pamphlets to educate citizens about common Code Enforcement violations and reasonable methods to abate the violations.
1,3,4	<ul style="list-style-type: none"> Provide employees with training opportunities to insure knowledge and skills to provide optimum customer service.
1,3,4	<ul style="list-style-type: none"> Continue utilization of the Location Advisory Committee to coordinate Police, Fire and Code Enforcement information and activities to resolve enforcement problems.
1,2,4	<ul style="list-style-type: none"> Schedule regular inspections of commercial locations to promote proper maintenance and pleasing appearance of the commercial areas.
1,3,4	<ul style="list-style-type: none"> Develop a Community Resource Team to assist with code enforcement.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Code Supervisor	1	1	1	1	22
Inspector III	1	1	1	1	13
Inspector II	2	2	2	2	12
Inspector I	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	10
Total Full Time Employees	6	6	6	6	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

DIVISION: **CODE ENFORCEMENT**

FUND NUMBER: 101-13-122

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Investigation of individual code complaints within 24 hours	91%	98%	91%	95%
❑ Lots mowed by City contractor	N/A	N/A	36	36

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Code enforcement inspections	9,716	15,500	8,665	9,500
❑ Number of citations filed in Municipal Court	1,141	1,450	1,008	1,200
❑ Number of code violations cases abated	4,500	6,012	3,646	4,000
❑ Signs removed from ROW	1,290	4,000	1,381	1,400
❑ Junk Vehicles	205	N/A	201	200
❑ Tree limbs	1,147	N/A	1,123	1,200
❑ Weeds/high grass	395	N/A	336	500
❑ Trash can violations	766	N/A	919	900
❑ Residential Rental Permits	1,192	2,000	747	1,200
❑ Attendance at HOA meetings	48	60	44	40
❑ Response to HOA lists of potential violations	480 hrs	400 hrs	400 hrs	400 hrs

===== **CITY OF MISSOURI CITY** =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

POLICE - CODE ENFORCEMENT

101-13-122

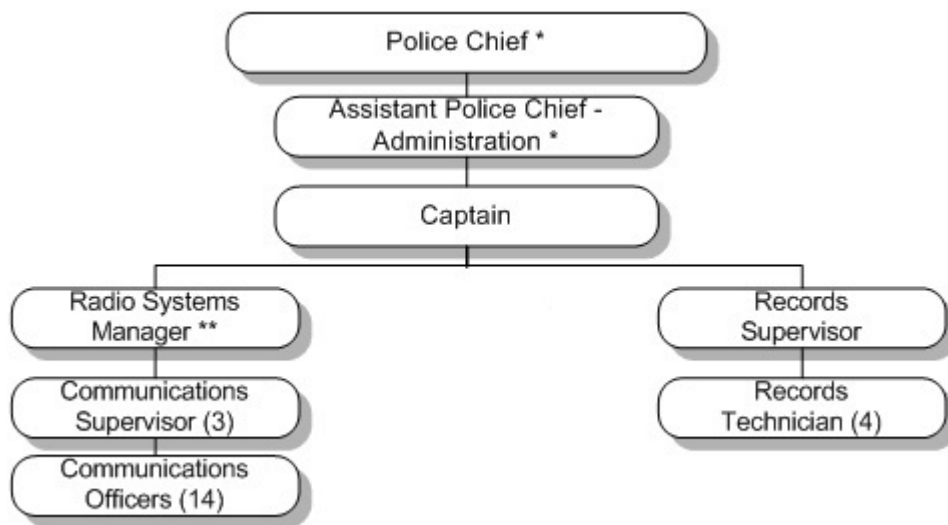
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	190,647	278,935	278,935	239,691	272,763
51002	ADDITIONAL COMPENSATION	2,126	2,208	2,208	2,256	2,448
51003	COMPENSATED ABSENCES	8	-	-	153	-
51004	OVERTIME	306	15,000	15,000	4,000	7,500
51202	CELL PHONE ALLOWANCE	1,827	4,320	4,320	2,852	3,780
51301	LONG TERM DISABILITY	576	937	937	736	936
51302	TAXES, SOCIAL SECURITY	14,379	22,985	22,985	16,585	21,875
51303	HOSP-LIFE-DENT-VIS INS	30,093	48,270	48,270	34,499	50,866
51305	RETIREMENT	10,323	18,103	18,103	12,920	25,061
51306	WORKERS COMPENSATION	666	1,357	1,357	634	360
	TOTAL PERSONNEL	250,951	392,115	392,115	314,326	385,589
52001	OFFICE SUPPLIES	2,426	2,000	2,000	2,000	2,000
52003	WEARING APPAREL	911	5,100	5,100	4,500	4,000
52004	MINOR TOOLS & EQUIPMENT	76	1,000	3,500	500	4,000
52005	EDUC, TRAINING & SUPPLIES	-	100	100	-	2,500
52006	POSTAGE	2,728	2,600	2,600	2,200	2,500
52008	IDENTIFICATION SUPPLY/FIL	465	700	700	200	650
52014	COMPUTER EQUIP RENTAL FEE	3,974	5,288	5,288	5,288	7,950
52015	FLEET RENTAL FEE	5,250	10,375	10,375	10,375	16,483
52016	CENTRAL GARAGE ALLOC	6,833	5,040	5,040	5,654	
52017	FUEL, OIL & LUBRICANTS	7,802	12,600	11,100	12,000	12,600
	TOTAL COMMODITIES	30,465	44,803	45,803	42,717	52,683
53001	MINOR EQUIP MAINT/RPR & RNT	139	150	102	87	150
53002	INSURANCE	1,692	1,340	1,340	1,340	1,060
53004	SPECIAL SERVICES & LEGAL	1,394	4,800	4,800	5,100	4,800
53006	RADIO REPAIR/MAINTENANCE	-	100	100	100	100
53007	CONFERENCE EXPENSE	-	1,800	800	1,400	1,800
53008	TELEPHONE	-	2,797	2,797	-	-
53009	BLDG MAINTENANCE ALLOC	4,871	5,289	5,289	5,149	
53012	COMPUTER SERVICES ALLOC	26,065	25,179	25,179	35,998	
53040	SUB-STANDARD STRUCTURES	19,995	15,000	15,000	8,700	14,700
	TOTAL CONTRACTUAL SERVICES	54,156	56,455	55,407	57,874	22,610
54001	PRINTING & PUBLICATIONS	481	700	700	410	700
54002	DUES & SUBSCRIPTIONS	1,450	500	500	350	690
54003	TRAINING & TRAVEL	1,305	2,500	2,500	2,000	5,500
54005	VEHICLE ALLOWANCE - MILEAGE	29	-	48	-	-
	TOTAL OTHER SERVICES	3,265	3,700	3,748	2,760	6,890
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	338,837	497,073	497,073	417,677	467,772

DESCRIPTION OF DIVISIONAL OPERATIONS

The Support Services Division consists of a Records Section and a Telecommunications Section, all of which are under the daily supervision of a Captain who reports to the Administrative Assistant Police Chief.

The Records staff consists of four Records Technicians and one Records Supervisor, who report to the division Captain. This division is responsible for completing and maintaining all accident reports, offense reports and other police records and information. In addition, a Records Technician also performs receptionist duties for the police and fire department during normal business hours and answers non-emergency calls during business hours. This section also reviews, interprets, and provides statistical data for interested parties, including all police divisions and the Office of the Chief of Police.

The Communication staff consists of fourteen telecommunication officers and three telecommunications supervisors who report to the Radio Systems Manager. This division provides twenty-four hour services to fire and police. It handles the police/fire computers, dispatch, and the 9-1-1 system. This division is also charged with the responsibility of staff and officer/employee paging, coordinating and communicating with other host computers such as DPS-Austin, FBI-Washington, Harris County Sheriff's office, and the Fort Bend County Sheriff's office. They assist as required regarding prisoner processing and provide assistance to officers when necessary after business hours.



Total Full-Time Employees = 23

*Police Chief and Assistant Police Chiefs are included in Police Administration Divisional Budget.

** Radio Systems Manager is included in the Special Revenue Radio Communications Fund.

STRATEGIES	DIVISIONAL OBJECTIVES
3,4	<ul style="list-style-type: none"> Provide accurate UCR coding, training and policy as needed.
3,4	<ul style="list-style-type: none"> Achieve 100% staffing in the communications center.
1,3	<ul style="list-style-type: none"> Record, disseminate and preserve all offense, accident and arrest reports generated by the Police Department and Fire Marshal's Office.
3,4	<ul style="list-style-type: none"> Complete operational directives for the division.
3,4	<ul style="list-style-type: none"> Assist the Municipal Court and police officers in the maintenance of the city jail and assist the judge in bonding prisoners with the use of jailers/bailiffs.
3,4	<ul style="list-style-type: none"> Lower ISO rating by adding additional TCO's.
1,3	<ul style="list-style-type: none"> Participate in the National Prescription Drug Take Back Day as an official collection site.
1,3	<ul style="list-style-type: none"> Promote the department's prescription drug take back program as a year round drop site through businesses such as CVS or Walgreens, and the HOA's.
3,4	<ul style="list-style-type: none"> Increase the security of the Public Safety Headquarters to ensure our continued compliance with CJIS (<i>Criminal Justice Information System</i>) regulations. These security upgrades may include monitoring external and internal doors, and upgrading the current audio and recording systems. (<i>NICE</i>)
3,4	<ul style="list-style-type: none"> Monitor the OSSI software for potential upgrades.
3,4	<ul style="list-style-type: none"> Conduct monthly COMPSTAT meetings with police supervisors from every level of the organization.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Captain	1	1	1	1	P6
Communications Supervisor	3	3	3	3	TCS
Records Supervisor	1	1	1	1	12
Communications Officers	14	14	14	14	TCO
Records Technician	4	4	4	4	5
Crimes Analyst	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	11
Total Full-Time Employees	24	24	23	23	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: POLICE

DIVISION: SUPPORT SERVICES

FUNDING SOURCE: GENERAL FUND

FUND NUMBER: 101-13-124

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Dispatch all priority one emergency calls within one minute of call finish. *Due to low staffing levels the dispatch center often times operates with two TCO's contributing to this decrease.	95%	100%	91%	99%
<input type="checkbox"/> Process and submission of all accident reports within 24 hours after report is submitted. *An increase in the number of accidents has contributed to a decreased in this performance indicator.	98%	99%	95%	95%
<input type="checkbox"/> Achieve 100% staffing in the Communications Center	82%	94%	82%	100%
<input type="checkbox"/> Process all offense reports submitted to the Records Division on a daily basis. *An estimated 20% increase in reported crimes while not adding any additional records staff has created a decline in this performance indicator.	99%	99%	90%	90%
<input type="checkbox"/> Submit UCR reports to the State within (14) days following the end of the month.	90%	95%	99%	99%
<input type="checkbox"/> Run weekly quality assurance reports identifying officers and supervisors with delinquent reports.	99%	99%	99%	99%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Dispatched Police Calls for Service *The police department implemented new reporting software (OSSI) which captures each officer's actions as a new CAD event. Traffic stops, field contacts, and security checks are now captured as a call for service. This provides a more accurate representation of the officer's activities.	43,752	43,752	112,392	113,515
<input type="checkbox"/> Dispatched Fire Calls for Service	4,484	4,484	5,104	5,155
<input type="checkbox"/> Cases Processed (Reported Crimes) *To include the process of properly coding all offense reports submitted by officers, detectives and arson investigators.	2,310	2,310	3,628	3,664
<input type="checkbox"/> Cases Processed (Accidents)	964	964	1,030	1,040
<input type="checkbox"/> Cases Processed (Arrest Reports)	1,296	1,296	1,648	1,664

===== CITY OF MISSOURI CITY =====

GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM

POLICE - SUPPORT SERVICES

101-13-124

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	927,847	920,241	920,241	893,476	913,125
51002	ADDITIONAL COMPENSATION	11,047	11,784	11,784	11,489	18,617
51003	COMPENSATED ABSENCES	12,701	-	-	8,314	-
51004	OVERTIME	126,995	120,000	120,000	120,000	120,000
51101	PART TIME: 20-29 HOURS	2,282	13,465	-	-	-
51102	PART TIME:LESS THAN 20 HR	9,408	-	13,465	22,900	-
51201	CAR-CLOTHING ALLOWANCE	938	450	450	1,294	450
51202	CELL PHONE ALLOWANCE	1,322	756	756	1,840	756
51301	LONG TERM DISABILITY	2,756	3,092	3,092	2,892	3,082
51302	TAXES, SOCIAL SECURITY	79,196	81,602	81,602	77,270	80,551
51303	HOSP-LIFE-DENT-VIS INS	179,106	186,482	186,482	146,132	212,690
51304	PRORATED HEALTH/DENT/VIS	213	-	-	193	-
51305	RETIREMENT	56,786	64,268	64,268	54,535	94,765
51306	WORKERS COMPENSATION	3,181	3,310	3,310	2,408	1,175
51999	CONTRA GRANT PERSONNEL COSTS	-	-	-	-	-
	TOTAL PERSONNEL	1,413,778	1,405,450	1,405,450	1,342,743	1,445,211
52001	OFFICE SUPPLIES	8,745	7,500	7,500	4,500	3,500
52002	MEALS & DRINKS	349	250	550	375	250
52003	WEARING APPAREL	7,207	13,680	13,380	5,000	4,760
52004	MINOR TOOLS & EQUIPMENT	6,508	6,500	6,500	6,500	12,175
52005	EDUC, TRAINING & SUPPLIES	234	-	-	-	-
52006	POSTAGE	944	1,300	1,300	800	800
52009	OTHER/MISC	(271)	-	-	-	-
52013	JANITORIAL SUPPLIES	97	-	-	500	-
52014	COMPUTER EQUIP RENTAL FEE	6,082	9,123	9,123	9,123	11,864
52015	FLEET RENTAL FEE	1,050	1,575	1,575	1,575	2,150
52016	CENTRAL GARAGE ALLOC	4,337	3,871	3,871	4,342	-
52017	FUEL, OIL & LUBRICANTS	2,319	4,910	4,910	2,500	2,500
	TOTAL COMMODITIES	37,601	48,709	48,709	35,215	37,999
53001	MINOR EQUIP MAINT/RPR & RNT	139	2,000	2,000	250	250
53002	INSURANCE	389	715	715	715	662
53004	SPECIAL SERVICES & LEGAL	4,881	6,550	6,550	5,000	5,000
53005	SERVICE AGREEMENTS/REPAIR	14,188	16,000	16,000	20,000	16,100
53006	RADIO REPAIR/MAINTENANCE	65	2,000	2,000	-	-
53008	TELEPHONE	18,155	17,878	17,878	17,878	18,253
53009	BLDG MAINTENANCE ALLOC	27,186	29,520	29,520	28,741	-
53012	COMPUTER SERVICES ALLOC	80,964	104,133	104,133	148,879	-
	TOTAL CONTRACTUAL SERVICES	145,967	178,796	178,796	221,463	40,265
54001	PRINTING & PUBLICATIONS	28	300	300	300	300
54002	DUES & SUBSCRIPTIONS	612	750	750	700	711
54003	TRAINING & TRAVEL	5,525	15,000	15,000	11,000	10,000
54005	VEHICLE ALLOWANCE - MILEAGE	399	763	763	-	-
	TOTAL OTHER SERVICES	6,564	16,813	16,813	12,000	11,011
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	1,603,910	1,649,768	1,649,768	1,611,421	1,534,486

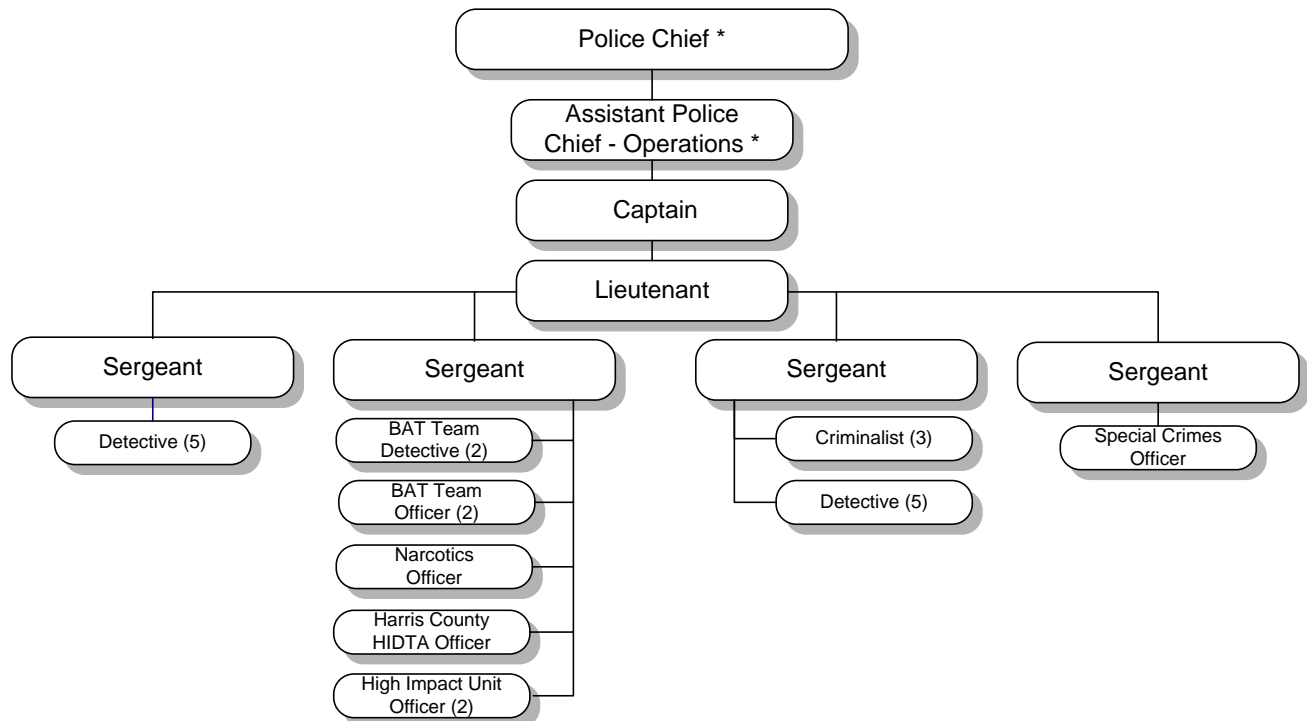
DESCRIPTION OF DIVISIONAL OPERATIONS

The Criminal Investigation Division operates under the supervision of the assigned Captain who reports to the Assistant Chief of Police. A Lieutenant and three sergeants assist the Captain with the daily operations of the division.

The purpose of the Criminal Investigation Division is to conduct investigations of reported crimes against persons and/or property through the use of twelve (12) trained and skilled detectives, three (3) Criminalists. By doing so, each member is charged with the responsibility of preparing and completing an accurate documentation of information gathered for presentation to the County District Attorney for prosecution of the person(s) responsible for the crime.

The division has a Sergeant and (2) officers assigned to the Tri-City Special Crimes Unit which is housed at the Missouri City Police Department. This unit targets high crime areas and higher than usual criminal activity, i.e. illegal narcotics. The division also has a burglary and auto theft unit (BAT) which investigates the theft and recovery of stolen vehicles.

The division also has one (1) officer assigned to the Fort Bend County HIDTA Task Force and one (1) officer assigned to the Harris County HIDTA Task force. The two units investigate high profile narcotics cases in an effort to disrupt drug trafficking organizations. The HIDTA Task Force teams consist of multi-agency teams of officers in Fort Bend and Harris Counties from various local law enforcement agencies. The division frequently works with other federal, state, and local law enforcement agencies.



Total Full-Time Employees = 28

*Police Chief and Assistant Police Chief are included in Police Administration Divisional Budget

DEPARTMENT: **POLICE**FUNDING SOURCE: **GENERAL FUND**DIVISION: **CRIMINAL INVESTIGATION DIVISION (CID)**FUND NUMBER: **101-13-126**

STRATEGIES	DIVISIONAL OBJECTIVES
3,4	· Achieve a clearance rate on all Part I offenses, i.e. murder, rape, robbery, aggravated assaults, burglary, larceny and auto theft, above the Texas average of 20%. 2013 Part 1 clearance rate is 30%
3,4	· Investigate and file cases with the county District Attorney within 72 hours of being assigned the case.
3,4	· Maintain a secure evidence/property room and conduct monthly audits accounting for 100% of received and stored property. Enhance property room video cameras and explore additional storage space options.
3,4	· Attempt to serve court warrants within 48 hours to improve crime clearance rates.
3,4	· Work with our federal, state and local jurisdictions to facilitate the criminal investigative process. Continue monthly regional criminal investigation division meetings to share criminal intelligence and participate in multi-jurisdictional narcotics and special crimes task forces.
3,4	· Assign a minimum of one cold case to each investigator per year to review and determine if any new leads or advances in forensic technology have been developed to assist in clearing a case.
3,4	· Maintain and update weekly MCPD “Most Wanted” posting on department website.
3,4	· Train additional detectives in fraud and cybercrimes to improve investigative capabilities.
3,4	· Contact all reporting parties within 48 hours after receiving offense report.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Captain	1	1	1	1	P6
Lieutenant	1	1	1	1	P5
Sergeant	2	2	2	4	P4
Detective	11	11	11	12	P3
Criminalist	3	3	3	3	P3
Police Officer	7	7	7	7	P2
Property Room Technician	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	6
Total Full-/Time Employees	26	26	26	28	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

DIVISION: **CRIMINAL INVESTIGATION DIVISION (CID)**

FUND NUMBER: **101-13-126**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Maintain a clearance rate of Part I crimes, i.e. murder, rape, robbery, aggravated assaults, burglary, larceny and auto theft above the Texas average. Missouri City (30%) Texas (20%).	100%	20%	100%	100%
❑ Complete 20 hours of specialized training annually for each person assigned to the division to aid in their investigative technique/processes.	100%	100%	100%	100%
❑ Conduct eleven (11) monthly audits and one (1) annual inventory of all evidence in the property room.	100%	100%	100%	100%
❑ Average less than 20 open cases per month per detective annually.	N/A	N/A	80%	80%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Reported Cases	2,737	2,310	3,286	3,319
❑ Assigned Cases	1,861	2,112	1,996	2,036
❑ Cases Cleared	643	646	620	626
❑ Not an Offense	N/A	892	272	274
❑ Unfounded	N/A	250	32	33
❑ Other Jurisdiction	N/A	516	212	214
❑ Suspended	N/A	1,400	1,404	1,416
❑ Open	N/A	400	392	396
❑ Arrest - Patrol	N/A	925	1,558	1,573
❑ Arrest - CID	N/A	190	90	91
❑ Property Items Processed	3,682	2,212	2,696	2,723
❑ Warrants Issued	2,762	2,030	3,252	3,285

===== CITY OF MISSOURI CITY =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

POLICE - C.I.D.

101-13-126

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	1,328,092	1,533,969	1,533,969	1,588,865	1,650,132
51002	ADDITIONAL COMPENSATION	42,004	50,832	50,832	51,344	52,592
51003	COMPENSATED ABSENCES	51,348	2,000	2,000	45,329	-
51004	OVERTIME	105,823	63,000	63,000	90,000	95,000
51201	CAR-CLOTHING ALLOWANCE	7,040	7,650	7,650	6,278	9,451
51202	CELL PHONE ALLOWANCE	8,492	10,260	10,260	9,225	11,340
51301	LONG TERM DISABILITY	4,052	5,454	5,454	5,838	5,787
51302	TAXES, SOCIAL SECURITY	110,347	127,580	127,580	130,135	137,886
51303	HOSP-LIFE-DENT-VIS INS	224,018	252,128	252,128	226,586	291,647
51305	RETIREMENT	81,249	100,480	100,480	94,643	162,219
51306	WORKERS COMPENSATION	23,833	28,500	28,500	20,976	18,521
51999	CONTRA GRANT PERSONNEL COSTS	-	-	(160,263)	(160,263)	(160,263)
	TOTAL PERSONNEL	1,986,298	2,181,853	2,021,590	2,108,956	2,274,312
52001	OFFICE SUPPLIES	5,378	6,000	6,000	3,750	5,079
52002	MEALS & DRINKS	614	800	800	800	500
52003	WEARING APPAREL	14,547	15,183	15,183	15,183	19,823
52004	MINOR TOOLS & EQUIPMENT	9,541	15,000	15,000	10,000	10,360
52006	POSTAGE	889	1,500	1,500	1,500	1,000
52008	IDENTIFICATION SUPPLY/FIL	11,700	10,000	10,000	10,000	6,214
52009	OTHER/MISC	32	-	1,500	2,000	1,000
52014	COMPUTER EQUIP RENTAL FEE	5,743	8,614	8,614	8,614	10,736
52015	FLEET RENTAL FEE	16,224	25,977	25,977	25,977	38,511
52016	CENTRAL GARAGE ALLOC	62,612	55,434	55,434	62,190	
52017	FUEL, OIL & LUBRICANTS	66,515	126,000	126,000	78,000	90,000
	TOTAL COMMODITIES	194,138	264,508	266,008	218,014	183,223
53001	MINOR EQUIP MAINT/RPR & RNT	961	700	700	700	500
53002	INSURANCE	1,456	1,090	1,384	2,948	1,084
53004	SPECIAL SERVICES & LEGAL	53,364	55,400	48,200	48,200	61,795
53008	TELEPHONE	3,188	3,480	4,480	4,480	4,704
53009	BLDG MAINTENANCE ALLOC	30,471	33,087	33,087	32,214	
53012	COMPUTER SERVICES ALLOC	104,052	123,017	123,017	175,878	
	TOTAL CONTRACTUAL SERVICES	193,492	216,774	210,868	264,420	68,083
54001	PRINTING & PUBLICATIONS	176	2,500	2,500	2,500	1,000
54002	DUES & SUBSCRIPTIONS	1,856	500	500	500	800
54003	TRAINING & TRAVEL	18,087	18,000	18,000	18,000	25,000
54005	VEHICLE ALLOWANCE - MILEAGE	4	100	100	100	100
54029	SPECIAL INVESTIGATION	9,259	10,000	5,206	5,206	8,000
54030	PHYSICAL EXAMS	9,750	6,500	8,500	6,500	8,000
	TOTAL OTHER SERVICES	39,132	37,600	34,806	32,806	42,900
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	2,413,060	2,700,735	2,533,272	2,624,196	2,568,518

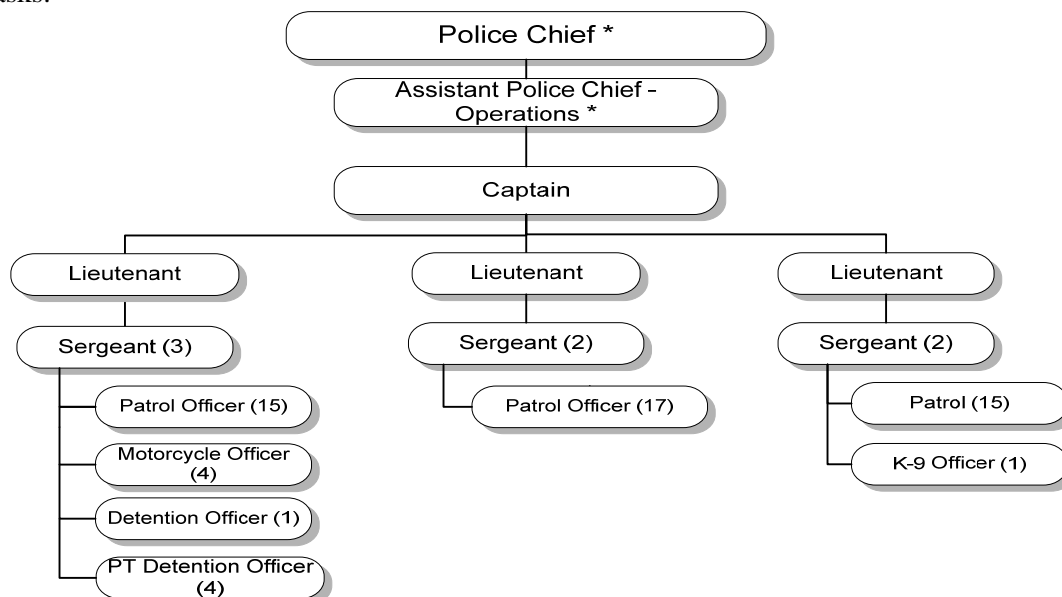
DESCRIPTION OF DIVISIONAL OPERATIONS

The Missouri City Police Department (MCPD) Patrol Division is under the supervision of a captain. Other supervisors include a patrol lieutenant and two sergeants assigned to each shift and a sergeant assigned to the traffic unit for a total of ten (10) supervisors. The Police Department also employs 1 Detention Officer. There are fifty (52) officers assigned to the patrol division that also staffs the following specialized units:

- Traffic Unit
- Motorcycle Unit
- Bike Patrol Unit
- Dive Team
- All-Terrain Vehicle (ATV Unit)
- Special Weapons & Tactical (SWAT) Unit
- Hostage Negotiations Unit (HNU)
- Traffic/Commercial Vehicle Enforcement
- Home Owners Association (HOA) Program

MCPD Specialized Units are used to respond to emergencies, staff special events, community policing/public relations, crime deterrence, and enforcement. The SWAT unit actively participates and provides managers for the East Fort Bend County Regional SWAT Team. Patrol also employs one detention unit officer.

The Patrol Division works closely with other city departments; e.g. Public Works, Administration, Legal, and Parks and Recreation, to ensure a coordinated and informed effort on projects and tasks.



Total Full-Time Employees = **64**

*Police Chief and Assistant Police Chief are included in Police Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
1,2,3	<ul style="list-style-type: none"> Deter and detect criminal activity by striving to have the officers provide proactive preventive and directed patrols at least 50 percent of the time. This is time that the officer is not obligated to other duties.
1,3	<ul style="list-style-type: none"> Reduce vehicle accidents city wide by 5 percent through directed traffic enforcement based on statistical data obtained from ATAC Raids. This will be accomplished through education, high visibility and enforcement actions.
1,3	<ul style="list-style-type: none"> Acquire more proactive patrol time by increasing the officer's time on the street by improving in-car video download times via collaboration with Technology Innovations.
3,4	<ul style="list-style-type: none"> Continue to practice Community Oriented Policing through bike patrols. These patrols are directed at areas obtained or identified from ATAC Raids. Additional patrols are conducted focusing on commercial areas around holidays. These are typically high crime times.
3	<ul style="list-style-type: none"> Ensure patrol officers assist the police department's Community Liaison Officer with the "I Choose to Follow the Rules" and "Consequences" program throughout the year.
3	<ul style="list-style-type: none"> Continue Police Department HOA Liaison program and solicit "Crime Watch" volunteers to increase the number of "Crime Watch" programs from 7 to 12.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Captain	1	1	1	1	P6
Lieutenant	3	3	3	3	P5
Sergeant	7	8	8	7	P4
Police Officer	46	50	50	48	P2
Traffic Officer	3	3	3	4	P2
Detention Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	9
Total Full Time Employees	61	66	66	64	
Part-Time Detention Officer	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	
Total-Time Employees	0	0	0	4	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **POLICE**
DIVISION: **PATROL**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-13-128**

PERFORMANCE INDICATORS

	<u>FY 2013 Actual</u>	<u>FY2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Respond, on average, to all non-emergency calls in fifteen (15) minutes or less	91%	90%	91%	95%
<input type="checkbox"/> Respond, on average, to all emergency calls (priority 1) in three (3) minutes or less	48%	60%	48%	50%
<input type="checkbox"/> Distribute 4000 auto burglary prevention report cards	100%	100%	90%	90%
<input type="checkbox"/> Dedicate three (3) percent of patrol officers' work time to traffic contacts	100%	100%	100%	N/A
<input type="checkbox"/> Conduct at least 25,000 traffic contacts throughout the year.	N/A	100%	90%	95%
<input type="checkbox"/> Dedicate fifty (50) percent of patrol officers' work time to preventive proactive patrol in neighborhoods and commercial districts.	43%	43%	30%	N/A
<input type="checkbox"/> Conduct 30,000 premise checks within the year	100%	100%	90%	95%
<input type="checkbox"/> Reduce Motor Vehicle Collisions through Proactive Traffic Enforcement of moving violations and education by 5% utilizing the newly formed Motorcycle Unit.	20%	100%	0%	50%

ACTIVITY MEASURES

	<u>FY 2013 Actual</u>	<u>FY2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Calls For Service	63,360	43,752	112,392	113,515
<input type="checkbox"/> Accidents Investigated	955	868	1,030	1,040
<input type="checkbox"/> Citations	9,879	13,000	10,146	10,247
<input type="checkbox"/> Arrests	1,452	1,512	1,648	1,664
<input type="checkbox"/> Alarms	5,220	5,210	5,296	5,348

GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM

POLICE - PATROL

101-13-128

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	3,248,862	3,466,164	3,466,164	3,385,036	3,380,869
51002	ADDITIONAL COMPENSATION	68,799	69,360	69,360	69,019	71,787
51003	COMPENSATED ABSENCES	81,110	56,000	56,000	80,674	56,000
51004	OVERTIME	268,726	253,949	253,949	254,000	232,621
51102	PART TIME:LESS THAN 20 HR					40,560
51201	CAR-CLOTHING ALLOWANCE	1,359	1,350	1,350	1,277	900
51202	CELL PHONE ALLOWANCE	1,589	1,080	1,080	1,060	6,480
51301	LONG TERM DISABILITY	9,747	11,647	11,647	10,637	11,608
51302	TAXES, SOCIAL SECURITY	269,556	294,365	294,365	277,890	286,851
51303	HOSP-LIFE-DENT-VIS INS	515,306	544,591	544,591	460,309	600,555
51304	PRORATED HEALTH/DENT/VIS	1,086	-	-	552	-
51305	RETIREMENT	192,407	231,836	231,836	197,409	333,777
51306	WORKERS COMPENSATION	58,471	56,095	56,095	43,950	37,196
51999	CONTRA GRANT PERSONNEL COSTS	-	-	(322,205)	(322,205)	(38,471)
	TOTAL PERSONNEL	4,717,018	4,986,437	4,664,232	4,459,608	5,020,733
52001	OFFICE SUPPLIES	6,346	6,000	6,000	6,000	4,000
52002	MEALS & DRINKS	731	400	900	400	400
52003	WEARING APPAREL	53,511	75,990	68,262	72,762	64,056
52004	MINOR TOOLS & EQUIPMENT	52,439	94,585	89,474	100,553	56,840
52005	EDUC, TRAINING & SUPPLIES	1,905	3,000	4,000	5,000	1,500
52006	POSTAGE	409	600	600	600	500
52008	IDENTIFICATION SUPPLY/FIL	914	3,050	3,050	1,000	2,000
52009	OTHER/MISC	550	-	-	595	-
52011	FIREARMS	4,269	3,900	6,902	6,902	2,500
52014	COMPUTER EQUIP RENTAL FEE	38,175	57,263	57,263	57,263	76,150
52015	FLEET RENTAL FEE	149,800	223,425	223,425	223,425	346,233
52016	CENTRAL GARAGE ALLOC	210,209	289,728	289,728	325,036	
52017	FUEL, OIL & LUBRICANTS	307,024	321,000	321,000	321,000	300,000
52020	RADIO SYS INDIRECT COSTS	34	-	-	-	-
52021	JAIL MEDICAL	1,095	5,000	5,000	3,000	2,500
52022	K-9 UNIT	1,965	1,500	4,500	8,000	2,000
52023	JAIL SUPPLIES	1,939	2,000	2,000	2,000	1,000
52024	JAIL FOOD	2,265	6,000	6,000	4,000	4,000
	TOTAL COMMODITIES	833,580	1,093,441	1,088,104	1,137,536	863,679
53001	MINOR EQUIP MAINT/RPR & RNT	12,263	6,060	6,060	6,060	4,000
53002	INSURANCE	2,711	2,574	2,574	6,194	2,694
53005	SERVICE AGREEMENTS/REPAIR	2,259	9,300	9,300	5,000	6,550
53006	RADIO REPAIR/MAINTENANCE	1,539	12,000	12,000	3,000	-
53008	TELEPHONE	(96)	372	744	329	345
53009	BLDG MAINTENANCE ALLOC	55,279	60,024	60,024	58,440	
53012	COMPUTER SERVICES ALLOC	249,152	273,371	273,371	390,840	
	TOTAL CONTRACTUAL SERVICES	323,107	363,701	364,073	469,863	13,589
54001	PRINTING & PUBLICATIONS	4,706	7,280	7,280	6,280	5,000
54002	DUES & SUBSCRIPTIONS	1,765	4,000	4,000	4,000	3,350
54003	TRAINING & TRAVEL	38,665	42,500	42,500	42,500	46,360
	TOTAL OTHER SERVICES	45,136	53,780	53,780	52,780	54,710
75006	VEHICLES		214,740	225,819	266,829	
77007	OTHER / MISCELLANEOUS		-	-	-	
	TOTAL CAPITAL OUTLAY	-	214,740	225,819	266,829	-
	TOTAL EXPENDITURES	5,918,841	6,712,099	6,396,008	6,386,616	5,952,711

**DEPARTMENTAL
VISION STATEMENT**

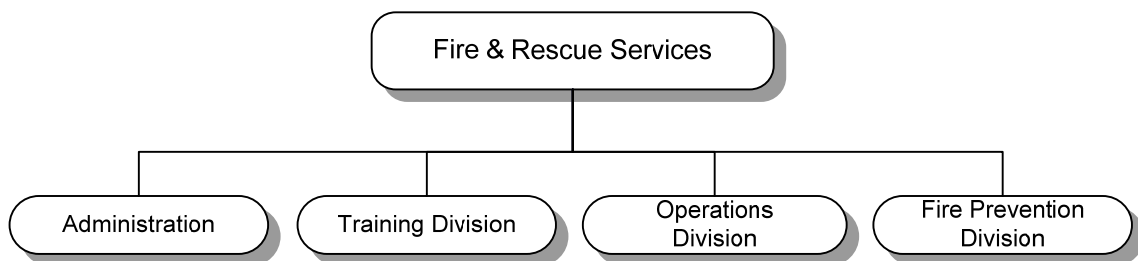
Exceptional customer service through the delivery of fire prevention, fire & medical response, and emergency preparedness that provides for a safe community and a high quality of life.

**DEPARTMENTAL
MISSION STATEMENT**

To prevent and mitigate emergencies for the citizens and visitors of Missouri City through dedicated professionals, bound by integrity, using technology and innovation.

FIRE AND RESCUE SERVICES

- Fire Administration
- Fire Prevention
- Fire Training/Education
- Fire Operations



FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

- ☐ Conducted an Emergency Management Exercise for City Employees to assist staff in preparing to respond to a disaster.
- ☐ Increased department by one firefighter position as approved in FY 2014 budget process.
- ☐ Construction of Fire Station 5 completed. Staff participated in weekly meeting during the process.
- ☐ Purchased and equipped the fire engine for Fire Station 5.
- ☐ Created a National Incident Management System (NIMS) continuing education plan for City Staff.
- ☐ Fire Prevention developed a hazard assessment of the businesses in the city and developed a fire & life safety inspection program based on the assessment. An inspection schedule was developed based on the identified priorities of the plan.
- ☐ Fire Prevention completed fire and building plan reviews within the 10 business days.
- ☐ Implemented the Work Capacity Test policy and program to verify firefighter fitness.
- ☐ Increased the number of Firefighter Peer Fitness Trainers, which allows each firefighter to have a personal fitness program.
- ☐ Complete promotional processes for the position of Driver/Operator and Lieutenant in preparation for the opening of Fire Station 5.
- ☐ Conducted the Department's second Annual Open House; approximately 400 attendees.
- ☐ In conjunction with other Fort Bend County Fire Departments, created a common process for trapped firefighters and conducted training with the departments on the process.
- ☐ Completed the multi-purpose training structure behind Fire Station 3.
- ☐ Develop the process for cost recovery of certain emergency services.
- ☐ Implemented a position Task Book Training system to verify job skills of the department personnel.
- ☐ In cooperation with the Missouri City Police Department, the Fire Prevention Division obtained and deployed four (4) game cameras in locations throughout the city that were identified as illegal dumping hot spots. In conjunction with these enforcement efforts, the Fire Prevention Division is working with the Public Works department on educational guides for citizens and business owners regarding waste pollution and illegal dumping.
- ☐ Added one fire inspector to the Prevention Division to increase services provided by the Division.
- ☐ In conjunction with the Police Department, purchased the final radios needed in preparation to meet the Federal mandate of digital radio migration through a Urban Area Security Initiative Grant.
- ☐ Obtained Training Facility certification from the Texas Commission on Fire Protection for the Driver/Operator, Fire Officer, Fire Instructor, Fire Inspector, and Fire Investigator disciplines.

DEPARTMENTAL DESCRIPTION

The Missouri City Fire & Rescue Services Department emphasizes providing effective and efficient services to the citizens of Missouri City. The organization is divided into four divisions: Administration, Fire Prevention Division, Training, and Operations. Along with fire and emergency medical response, the department is charged with the emergency management functions for the city.

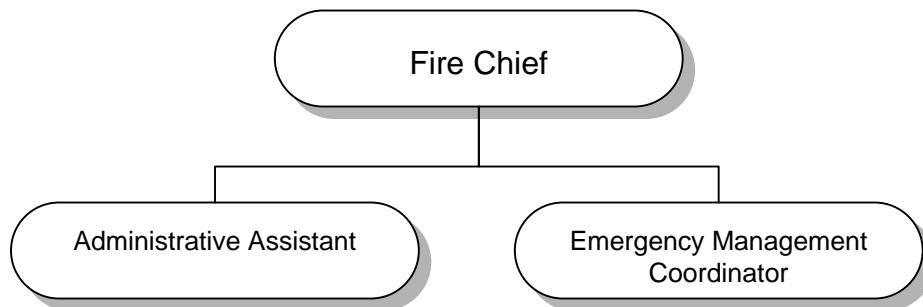
The mission of the Missouri City Fire & Rescue Services is to prevent and mitigate emergencies for the citizens and visitors of Missouri City through dedicated professionals, bound by integrity, using technology and innovation.

STRATEGIES	DEPARTMENTAL GOALS
1	<ul style="list-style-type: none">• Coordinate the opening of Fire Station 5 in Sienna Plantation, including the hiring and training of the staff and identified processes by the end of FY 2015.
1	<ul style="list-style-type: none">• In coordination with Public Works, secure a site for the future fire station 6 by the end of FY 2015.
3,4	<ul style="list-style-type: none">• Develop a plan to reach out to the various diverse communities within the city in order to provide fire & safety education to these communities by the end of FY 2015 and begin the outreach as identified in the plan. Additionally, this program can be used to increase the diversity of the department.

DESCRIPTION OF DIVISIONAL OPERATIONS

The Administration Division includes the Fire Chief, Division Chief of Emergency Preparedness, and the Administrative Assistant. Responsibilities of the Division include planning and managing the department, including emergency responses, fire prevention efforts, training activities, emergency management activities and maintaining accurate records. The division also schedules public relation events, coordinates operations with neighboring fire departments, Regional Task Forces, and Fort Bend EMS.

Missouri City Fire & Rescue Services performs the emergency management function of the city as designated by the Mayor. The Division Chief of Emergency Preparedness is the Emergency Management Coordinator for the City and is responsible for the planning, preparation, and reduction of the impact of any type of disaster that could strike the City. Additionally, as a joint resolution city in the Fort Bend County Emergency Management Plan, the Fire Chief is responsible for coordinating activities with Fort Bend County Office of Emergency Management. Each of the City's departments has been assigned particular responsibilities through the Emergency Operations Plan and would act according to the plan if the City experienced any disaster. The City periodically performs different types of emergency response exercises in order to meet the State and Federal guidelines and measure the preparedness level of all departments.



Total Full Time Employees = 3

DEPARTMENT: **FIRE & RESCUE SERVICES**
 DIVISION: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-14-130**

STRATEGIES	DIVISIONAL OBJECTIVES
3,4	❑ Conduct the strategic planning process in order to update the 2011 Missouri City Fire & Rescue Strategic Plan by January 2015.
4	❑ By the end of FY 2015, research the Texas Fire Chief Best Practices program and develop a plan to obtain this accreditation designation.
3,4	❑ Conduct an emergency management exercise for City staff assigned to the Emergency Operations Center (EOC) by end of FY 2015.
3,4	❑ Implement the City's National Incident Management System (NIMS) Continuing Education Plan by providing/facilitating training for Incident Management Team members at least twice during FY 2015.
3,4	❑ In coordination with Leadership Team, develop and disseminate written Standard Operating Procedures for Emergencies for City staff by October 1, 2014.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Fire Chief	1	1	1	1	Uncl.
Fire Marshal/Emergency Management Coordinator	1	1	1	1	F5
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	10
Total Full-Time Employees	3	3	3	3	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **FIRE & RESCUE SERVICES**
 DIVISION: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-14-130**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Complete planning activities for annual hurricane season, such as Traffic Management Plan, Debris Management Plan, Points of Distribution Matrix, Emergency Supplies Checklist, and Feeding Plan by May 1.	80%	90%	80%	90%
❑ Compile monthly activity reports by the 12 th of each month and submit to the appropriate State or Federal Agency.	58%	58%	66%	75%
❑ Conduct 20 recruitment visits at fire academies and other locations.	80%	100%	80%	90%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Perform recruitment visits at academies and other locations.	8	20	16	18
❑ Prepare invoices for service reimbursements to Fort Bend County and the City of Arcola by the 10 th of each month.	8	10	8	10
❑ Provide National Incident Management System (NIMS) refresher training to employees.	0	2	1	2
❑ Conduct/facilitate an emergency management exercise for city staff.	0	1	1	1

===== CITY OF MISSOURI CITY =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FIRE - ADMINISTRATION

101-14-130

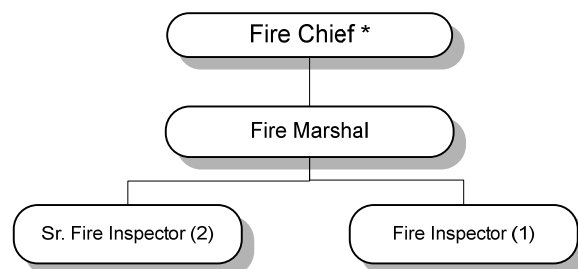
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	214,189	233,831	233,831	241,505	244,185
51002	ADDITIONAL COMPENSATION	7,010	6,744	6,744	7,122	7,026
51003	COMPENSATED ABSENCES	5,501	-	-	942	-
51004	OVERTIME	1,348	2,000	2,000	1,000	2,000
51101	PART TIME: 20-29 HOURS	1,695	-	-	-	-
51102	PART TIME:LESS THAN 20 HR	-	-	2,625	-	-
51202	CELL PHONE ALLOWANCE	2,166	2,160	2,160	2,166	2,160
51301	LONG TERM DISABILITY	586	786	786	703	851
51302	TAXES, SOCIAL SECURITY	17,221	18,722	18,722	18,466	19,537
51303	HOSP-LIFE-DENT-VIS INS	14,790	19,976	19,976	16,472	19,022
51305	RETIREMENT	12,116	14,745	14,745	13,104	22,803
51306	WORKERS COMPENSATION	2,593	2,154	2,154	2,184	322
	TOTAL PERSONNEL	279,215	301,118	303,743	303,664	317,906
52001	OFFICE SUPPLIES	2,591	2,500	2,500	3,345	3,000
52002	MEALS & DRINKS	72	120	120	370	250
52003	WEARING APPAREL	540	3,906	3,906	3,906	1,700
52004	MINOR TOOLS & EQUIPMENT	1,026	2,700	3,100	3,100	3,000
52005	EDUC, TRAINING & SUPPLIES	150	-	-	-	-
52006	POSTAGE	124	100	100	100	150
52014	COMPUTER EQUIP RENTAL FEE	1,129	1,693	1,693	1,693	2,257
52015	FLEET RENTAL FEE	1,803	2,704	2,704	2,704	1,418
52016	CENTRAL GARAGE ALLOC	5,239	5,157	5,157	5,785	
52017	FUEL, OIL & LUBRICANTS	4,535	5,000	4,500	4,500	4,750
52019	DONATION PURCHASES	12,104	15,000	-	-	-
52034	EOC SUPPLIES	3,607	4,500	4,500	4,500	4,500
52072	FED GR EXP-FEDGRANT-HLS-HANDHE	795,494	-	-	-	-
	TOTAL COMMODITIES	828,414	43,380	28,280	30,003	21,025
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	
53002	INSURANCE	586	958	958	958	1,026
53004	SPECIAL SERVICES & LEGAL	275	350	350	350	16,515
53009	BLDG MAINTENANCE ALLOC	(8,167)	16,851	16,851	16,406	
53012	COMPUTER SERVICES ALLOC	26,066	129,312	129,312	184,878	
	TOTAL CONTRACTUAL SERVICES	18,760	147,471	147,471	202,592	17,541
54001	PRINTING & PUBLICATIONS	310	400	334	400	400
54002	DUES & SUBSCRIPTIONS	9,444	10,445	10,511	10,511	12,480
54005	VEHICLE ALLOWANCE - MILEAGE	77	250	750	250	250
	TOTAL OTHER SERVICES	9,831	11,095	11,595	11,161	13,130
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	1,136,220	503,064	491,089	547,420	369,602



DESCRIPTION OF DIVISIONAL OPERATIONS

The Fire Prevention Division is under the direction of the Fire Marshal, who reports directly to the Fire Chief. The division is responsible for conducting plan reviews of all new commercial construction projects. This division is an integral part of the city's development team and participates in all appropriate meetings and other activities that provide the citizens with one stop permitting and coordination for new construction. The division conducts field inspections of all new commercial construction, processes and reviews all applications for fire permits as directed by the fire codes. In addition, the division is charged with conducting on-site fire inspections of all existing non-residential occupancies to ensure compliance with local code and take appropriate enforcement measures to correct unsafe conditions. The division also receives and responds to citizen complaints and takes action to resolve these complaints within a reasonable time.

Another responsibility of the division is the investigation of every undetermined or incendiary fire occurring within the city. The division's arson investigators, through final disposition of arrest and prosecution, investigate fires of criminal origin. The division is responsible for the investigation of all hazardous material incidents of spills, dumping or illegal use. Additionally, the division is responsible for the investigation of all illegal burning operations, fireworks violations, and juvenile fire setter activities. The division also conducts fire department prospective employee background and personal history investigations and administrative investigations when so directed by the Fire Chief.



Total Full Time Employees = 4

*Fire Chief is included in Fire Administration Budget

STRATEGIES	DIVISIONAL OBJECTIVES
1	<input type="checkbox"/> Continue inspections on existing high-hazard occupancies to reduce the potential for a large loss fire or large loss of life incident. These inspections would further protect neighboring business from collateral damage that would result from such an incident. The Fire Prevention Division will reassess the City regarding new occupancies and create a biannual inspection plan for the identified facilities in FY2015.
3	<input type="checkbox"/> In cooperation with the Technology & Innovation department, develop a functional electronic field reporting system to increase staff efficiency and records management. This field reporting system shall be capable of field signature capture and report generation. Data entry and report development should be completed by January 1, 2015 and field reporting should be operational by March 1, 2016.
2	<input type="checkbox"/> In order to facilitate the continued progression of development projects, the Fire Prevention Division will complete 95% of building and fire plan reviews within ten (10) business days for initial submittals and within five (5) business days for re-submittals.
4	<input type="checkbox"/> Continue to develop Fire Prevention Inspector's code knowledge and ensure consistent enforcement by testing staff on a quarterly basis. This test will be developed by the Fire Marshal and administered to staff as a written or practical test. The testing will indicate areas for further training and ultimately develop a division for optimum performance.
2	<input type="checkbox"/> In cooperation with the Legal department, complete a review of the 2015 International Fire Code and develop draft amendments by December 15, 2015.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Fire Marshal	1	1	1	1	F5
Sr. Fire Inspector	2	2	2	2	F3
Fire Inspector	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	F2
Total Full-Time Employees	4	4	4	4	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **FIRE & RESCUE SERVICES**
DIVISION: **PREVENTION**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-14-132**

PERFORMANCE INDICATORS

	<u>FY 2013 Actual</u>	<u>FY2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Inspect all new commercial establishments prior to Certificate of Occupancy.	98%	98%	98%	98%
<input type="checkbox"/> Provide (1) major fire safety information program to the elementary school children located in Missouri City. (Fire House Clown program)	90%	50%	75%	75%
<input type="checkbox"/> Inspect existing non-licensed commercial occupancies on a biennial basis.	10%	25%	15%	25%
<input type="checkbox"/> Complete 15 hours of investigative training annually for all investigators assigned to the division to aid in investigative technique/processes.	70%	75%	80%	85%

ACTIVITY MEASURES

	<u>FY 2013 Actual</u>	<u>FY2014 Budget</u>	<u>FY 2014 Estimate</u>	<u>FY 2015 Budget</u>
<input type="checkbox"/> Site inspections and contacts	737	750	880	800
<input type="checkbox"/> Public Education Presentations numbers in attendance total	8,287	8,500	5,948	6,000
Adult	143	100	507	500
Children	8,144	8,400	5,441	5,500
<input type="checkbox"/> Plat review	23	15	24	20
<input type="checkbox"/> Permits	179	200	180	200
<input type="checkbox"/> Plan review	389	350	540	450
<input type="checkbox"/> Development Meetings	222	200	216	200
<input type="checkbox"/> Fires cause Investigations by Fire Marshal's office	12	25	15	15
<input type="checkbox"/> Care facility complaint investigations	4	5	9	7

===== **CITY OF MISSOURI CITY** =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FIRE - PREVENTION

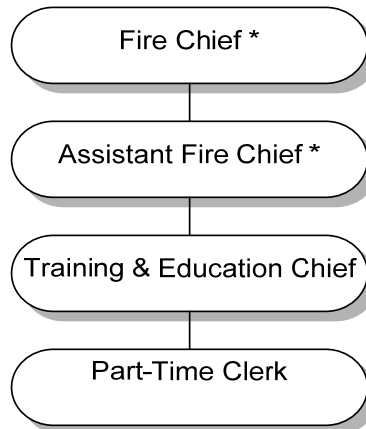
101-14-132

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	240,638	271,516	271,516	275,617	271,517
51002	ADDITIONAL COMPENSATION	12,264	16,944	16,944	15,792	15,984
51003	COMPENSATED ABSENCES	-	-	-	-	-
51004	OVERTIME	12,393	12,000	12,000	22,000	12,000
51202	CELL PHONE ALLOWANCE	2,395	2,700	2,700	2,166	2,700
51301	LONG TERM DISABILITY	749	912	912	1,166	975
51302	TAXES, SOCIAL SECURITY	19,110	23,192	23,192	23,349	23,119
51303	HOSP-LIFE-DENT-VIS INS	39,788	44,732	44,732	38,810	48,318
51305	RETIREMENT	14,076	18,265	18,265	16,956	26,118
51306	WORKERS COMPENSATION	3,211	2,937	2,937	3,277	2,664
	TOTAL PERSONNEL	344,624	393,198	393,198	399,133	403,395
52001	OFFICE SUPPLIES	776	1,100	1,100	600	800
52002	MEALS & DRINKS	-	-	-	-	-
52003	WEARING APPAREL	2,797	5,880	5,880	3,780	5,240
52004	MINOR TOOLS & EQUIPMENT	1,106	3,020	2,235	1,000	2,210
52005	EDUC, TRAINING & SUPPLIES	150	3,141	3,141	600	3,141
52006	POSTAGE	36	100	100	100	100
52008	IDENTIFICATION SUPPLY/FIL	-	500	500	400	500
52011	FIREARMS	1,852	2,800	3,200	3,200	3,200
52014	COMPUTER EQUIP RENTAL FEE	1,850	2,775	2,775	2,775	3,700
52015	FLEET RENTAL FEE	5,214	7,821	7,821	7,821	10,929
52016	CENTRAL GARAGE ALLOC	14,849	13,886	13,886	15,579	
52017	FUEL, OIL & LUBRICANTS	7,354	11,000	11,000	9,000	11,000
	TOTAL COMMODITIES	35,984	52,023	51,638	44,855	40,820
53001	MINOR EQUIP MAINT/RPR & RNT	391	350	350	350	350
53002	INSURANCE	247	504	504	450	553
53004	SPECIAL SERVICES & LEGAL	295	1,150	1,516	1,516	1,495
53009	BLDG MAINTENANCE ALLOC	8,383	9,102	9,102	8,862	
53012	COMPUTER SERVICES ALLOC	34,802	37,948	37,948	54,255	
	TOTAL CONTRACTUAL SERVICES	44,118	49,054	49,420	65,433	2,398
54001	PRINTING & PUBLICATIONS	207	250	250	250	250
54002	DUES & SUBSCRIPTIONS	1,403	800	800	900	560
54031	FIRE PREVENTION	744	3,750	3,750	3,500	3,750
	TOTAL OTHER SERVICES	2,354	4,800	4,800	4,650	4,560
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	427,080	499,075	499,056	514,071	451,173

DESCRIPTION OF DIVISIONAL OPERATIONS

Through the staff of a full-time Training Chief, a part-time clerk, and the assistance of the operations staff, the Training Division provides basic and advanced fire, rescue, emergency medical services, hazardous materials, and technical rescue training. The Training Division is also responsible for writing policies and procedures, course development, scheduling of in-service training, implementation & delivery of new programs as directed, career development planning, administration of promotional examinations and continued professional research.

The Training Chief is also responsible for ensuring departmental compliance in accordance with both state and national standards as it pertains to training, health and safety. In support of the Operations Division, the Training Chief also serves as the department's Health and Safety Officer.



Total Full Time Employees = 1
Part-Time Employees = 1

*Fire Chief is included in Fire Administration Budget.
*Assistant Fire Chief is included in Fire Operations Budget.

DEPARTMENT: **FIRE**
 DIVISION: **TRAINING**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-14-134**

STRATEGIES	DIVISIONAL OBJECTIVES
4	<ul style="list-style-type: none"> Continue development and implementation of the annual Driver/Operator Training Program by the end of FY 2015.
3,4	<ul style="list-style-type: none"> Implement technology based all-hazards training opportunities for staff by the end of FY 2015.
3,4	<ul style="list-style-type: none"> Establish Supervisor Initial and Continuing Education Training by the end of FY 2015.
4	<ul style="list-style-type: none"> Obtain Live Fire Instructor Certification for Twelve (12) members of MCFRS by the end of FY 2015.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Training and Education Chief	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	F5
Total Full-Time Employees	1	1	1	1	
Part-Time Clerk	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	\$12/hr
Total Part-Time Employees	1	1	1	1	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **FIRE**
DIVISION: **TRAINING**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-14-134**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Provide each officer a minimum of two (half-day minimum) supervisory or management courses per year	80%	50%	50%	50%
❑ Meet the ISO recommended drills, multiple-company drills, and night drills as outlined in the Fire Suppression Rating Schedule	100%	75%	50%	75%
❑ Meet the ISO recommended training for Driver/Operator and New Driver/Operator training as outlined in the Fire Suppression Rating Schedule	75%	50%	60%	50%
❑ Provide EMS training for each member to meet Texas Department of State Health Services requirements based on each firefighter's certification level.	75%	50%	30%	50%
❑ Provide a minimum of 120 hours of recruit training for all new hires.	50%	75%	50%	75%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Process training class requests by personnel	100	300	174	300
❑ Staff Fire Training hours (In-house) per yr.	4,231	2,000	3,300	2,000
❑ Outside Training hours	3,695	4,000	3,800	4,000
❑ Company Level Training hours	8,245	8,000	6,500	8,000
❑ EMS Training hours/per year	1,649	2,300	1,200	1,500
❑ Avg. training hrs. per member per year (EMS & Fire)	283	259	235	246

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FIRE - TRAINING

101-14-134

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	75,479	85,144	85,144	85,458	85,144
51002	ADDITIONAL COMPENSATION	6,014	3,336	3,336	3,344	3,392
51102	PART TIME:LESS THAN 20 HR	13,861	11,856	11,856	8,000	11,856
51202	CELL PHONE ALLOWANCE	541	1,080	1,080	1,084	1,080
51301	LONG TERM DISABILITY	260	286	286	285	301
51302	TAXES, SOCIAL SECURITY	7,645	7,758	7,758	7,043	7,763
51303	HOSP-LIFE-DENT-VIS INS	8,543	6,245	6,245	5,074	6,558
51305	RETIREMENT	4,718	5,396	5,396	4,681	8,065
51306	WORKERS COMPENSATION	1,236	897	897	916	833
	TOTAL PERSONNEL	118,297	121,998	121,998	115,885	124,992
52001	OFFICE SUPPLIES	1,237	700	700	500	900
52002	MEALS & DRINKS	647	300	800	800	900
52003	WEARING APPAREL	988	800	800	750	3,301
52004	MINOR TOOLS & EQUIPMENT	997	1,500	3,300	6,000	7,600
52005	EDUC, TRAINING & SUPPLIES	15,538	21,000	21,505	19,000	12,000
52006	POSTAGE	5	100	100	10	100
52014	COMPUTER EQUIP RENTAL FEE	450	675	675	675	900
52015	FLEET RENTAL FEE	1,000	1,500	1,500	1,500	2,000
52016	CENTRAL GARAGE ALLOC	1,063	1,050	1,050	1,178	
52017	FUEL, OIL & LUBRICANTS	1,278	1,800	1,800	1,000	1,800
	TOTAL COMMODITIES	23,203	29,425	32,230	31,413	29,501
53001	MINOR EQUIP MAINT/RPR & RNT	-	100	100	-	-
53002	INSURANCE	96	211	211	189	231
53009	BLDG MAINTENANCE ALLOC	12,574	13,653	13,653	13,293	
53012	COMPUTER SERVICES ALLOC	11,358	15,827	15,827	22,628	
	TOTAL CONTRACTUAL SERVICES	24,028	29,791	29,791	36,110	231
54001	PRINTING & PUBLICATIONS	-	250	250	50	250
54002	DUES & SUBSCRIPTIONS	900	1,000	1,000	900	900
54003	TRAINING & TRAVEL	68,377	99,775	98,906	95,000	124,929
54004	EDUCATIONAL REIMBURSEMENT		-		-	
54005	VEHICLE ALLOWANCE - MILEAGE	30	-	-	-	-
54006	OTHER EXPENSES	-	-	-	-	-
54027	TCLEOSE TRAINING	-	-	-	-	971
54030	PHYSICAL EXAMS	-	-	-	-	30,000
	TOTAL OTHER SERVICES	69,307	101,025	100,156	95,950	157,050
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	234,835	282,239	284,175	279,358	311,774

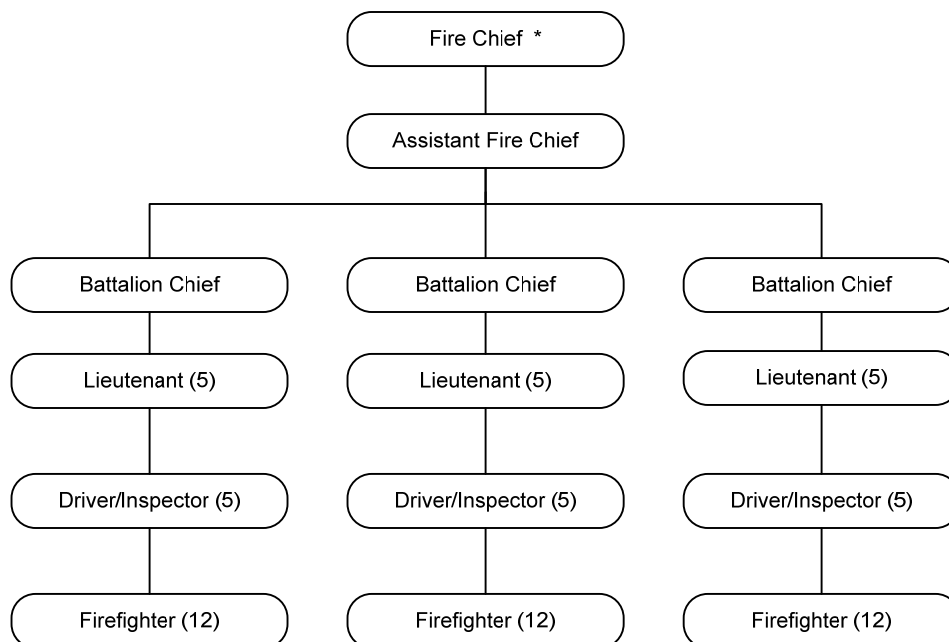
DESCRIPTION OF DIVISIONAL OPERATIONS

The Assistant Fire Chief directs the Operations Division in which 3 Battalion Chiefs and the Training Chief report accordingly. The Assistant Chief also performs as the head of the fire department in the absence of the fire chief.

The division operates five (5) fire stations, which are staffed with a minimum of one (1) Lieutenant/EMT, one Driver/Inspector and one Firefighter/EMT 365 days a year. One (1) Battalion Chief/EMT, serving as the Shift Commander, is on duty each shift. A minimum of 12 firefighters are assigned to each shift.

The division provides the following services: fire suppression, basic and advanced level emergency medical care, rescue and extrication of trapped persons, vehicle extrication, and responds as members of the Fort Bend County Hazardous Materials Response Team and County Technical Rescue Team.

In conjunction with the Fire Prevention and Training Divisions, members of the Operations Division cooperatively participate in community based public education / fire prevention programs, in-service training, pre-incident planning, home safety survey, facility and equipment maintenance/inspection activities as well as numerous other emergency related functions. The Assistant Fire Chief also oversees a myriad of programs and ensures the financial responsibility of program budget expenditures.



Total Full Time Employees = 70

*Fire Chief is included in the Fire Administration Divisional Budget

STRATEGIES	DIVISIONAL OBJECTIVES
1,3,4	<ul style="list-style-type: none"> Based on recommendations from an ISO consultant, the Operations Division will enact an improvement plan to prepare the organization prior to the ISO evaluation in FY 2016. As a part of this improvement plan, a cost/benefit analysis to compare and contrast the effectiveness of the current Quint apparatus concept versus a Ladder/Support apparatus model will be evaluated by the end of FY 2015.
3,4	<ul style="list-style-type: none"> Expanding on the current Post Incident Analysis Program, the Operations Division will develop a comprehensive and standardized Post Incident Analysis process that will be utilized as a training medium for satisfying future strategical and tactical processes. Further, this program will serve as the foundation to develop the shared process of “Lessons Learned” for special incidents or accidents to promote operational safety and well being of personnel.
4	<ul style="list-style-type: none"> Conduct a comprehensive review of all Operational related Standard Operating Guidelines to ensure operational effectiveness and compliance with local and federal mandates.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Assistant Chief	1	1	1	1	F6
Battalion Chief/EMT	3	3	3	3	F4
Lieutenant/EMT	12	15	15	15	F3
Driver/Inspector	12	15	15	15	F2
Firefighter/EMT	<u>26</u>	<u>36</u>	<u>36</u>	<u>36</u>	F1
Total Full-Time Employees	54	70	70	70	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **FIRE & RESCUE SERVICES**
DIVISION: **OPERATIONS**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-14-136**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Respond to 90% of all emergency calls within five minutes.	32%	26%	30%	40%
❑ Participate in City sponsored community events.	95%	95%	95%	95%
❑ Conduct 100 Pre Incident Plans.	30%	50%	25%	50%
❑ Assemble 15 firefighters on scene of a structure fire in 9 minutes or less.	5%	5%	5%	10%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Fire Incidents	201	200	190	216
❑ EMS/Rescue Incidents	3,008	3,000	3,026	3,240
❑ Hazardous Conditions Incidents	164	250	206	270
❑ Service Calls	1,929	1,650	1,975	335
▪ Good Intent Calls	N/A	N/A	N/A	1,108
▪ False Alarms	N/A	N/A	N/A	486
▪ Severe Weather	N/A	N/A	N/A	3

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

FIRE - OPERATIONS

101-14-136

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	3,048,290	3,820,948	3,818,323	3,776,346	3,930,626
51002	ADDITIONAL COMPENSATION	248,543	197,112	197,112	203,173	205,813
51003	COMPENSATED ABSENCES	23,152	-	-	4,095	-
51004	OVERTIME	81,251	208,750	201,645	201,645	269,230
51202	CELL PHONE ALLOWANCE	3,021	2,700	2,700	2,811	4,320
51301	LONG TERM DISABILITY	9,313	12,839	12,839	17,864	13,908
51302	TAXES, SOCIAL SECURITY	246,577	323,557	323,557	303,251	332,613
51303	HOSP-LIFE-DENT-VIS INS	546,684	698,449	698,449	519,502	772,854
51305	RETIREMENT	178,102	254,828	254,828	216,928	391,310
51306	WORKERS COMPENSATION	46,178	48,870	48,870	39,725	37,782
51999	CONTRA GRANT PERSONNEL COSTS	-	-	(12,000)	(12,000)	(12,000)
	TOTAL PERSONNEL	4,431,111	5,568,053	5,546,323	5,273,340	5,946,456
52001	OFFICE SUPPLIES	3,891	3,313	3,313	2,000	3,850
52002	MEALS & DRINKS	462	500	2,635	3,100	1,000
52003	WEARING APPAREL	83,482	162,287	156,309	153,306	206,632
52004	MINOR TOOLS & EQUIPMENT	51,745	84,748	111,286	84,748	112,044
52005	EDUC, TRAINING & SUPPLIES	84	2,000	2,000	-	-
52006	POSTAGE	274	150	150	150	150
52007	BLDG MAT'L/SUPPLIES & REPAIRS	1,982	800	800	5,800	1,000
52009	OTHER/MISC	1,030	-	-	-	-
52013	JANITORIAL SUPPLIES	10,546	9,054	9,054	9,054	11,104
52014	COMPUTER EQUIP RENTAL FEE	11,225	18,005	18,005	16,838	22,450
52015	FLEET RENTAL FEE	10,550	10,835	10,835	9,731	12,975
52016	CENTRAL GARAGE ALLOC	198,256	174,301	174,301	187,128	
52017	FUEL, OIL & LUBRICANTS	72,950	88,333	88,333	88,333	108,333
52020	RADIO SYS INDIRECT COSTS	122	-	-	-	-
52025	PESTICIDE/HAZ-MAT CONTROL	8,603	8,833	8,833	4,000	9,000
52035	EMS MEDICAL SUPPLIES	14,651	17,667	31,169	29,500	23,500
	TOTAL COMMODITIES	469,853	580,826	617,023	593,688	512,038
53001	MINOR EQUIP MAINT/RPR & RNT	15,459	16,563	19,063	16,563	20,313
53002	INSURANCE	4,965	9,611	9,611	7,955	7,249
53004	SPECIAL SERVICES & LEGAL	41,493	94,727	104,791	97,727	118,408
53005	SERVICE AGREEMENTS/REPAIR	118	6,675	11,840	13,500	8,600
53006	RADIO REPAIR/MAINTENANCE	1,153	7,729	7,729	2,500	7,000
53008	TELEPHONE	13,972	14,592	14,592	12,913	13,559
53009	BLDG MAINTENANCE ALLOC	214,321	232,715	232,715	226,573	
53012	COMPUTER SERVICES ALLOC	77,468	93,522	93,522	133,708	
	TOTAL CONTRACTUAL SERVICES	368,949	476,134	493,863	511,439	175,129
54001	PRINTING & PUBLICATIONS	248	1,100	3,700	3,300	3,300
54002	DUES & SUBSCRIPTIONS	380	1,723	1,723	1,400	2,113
54003	TRAINING & TRAVEL	3,806	-	-	-	
54005	VEHICLE ALLOWANCE - MILEAGE	263	250	250	250	250
54006	OTHER EXPENSES	2,151	500	365	365	2,500
54030	PHYSICAL EXAMS	21,368	27,835	27,835	27,835	-
	TOTAL OTHER SERVICES	28,216	31,408	33,873	33,150	8,163
75004	EQUIPMENT	-	20,000	20,000	-	-
	TOTAL CAPITAL OUTLAY	-	20,000	20,000	-	-
	TOTAL EXPENDITURES	5,298,129	6,676,421	6,711,082	6,411,617	6,641,786

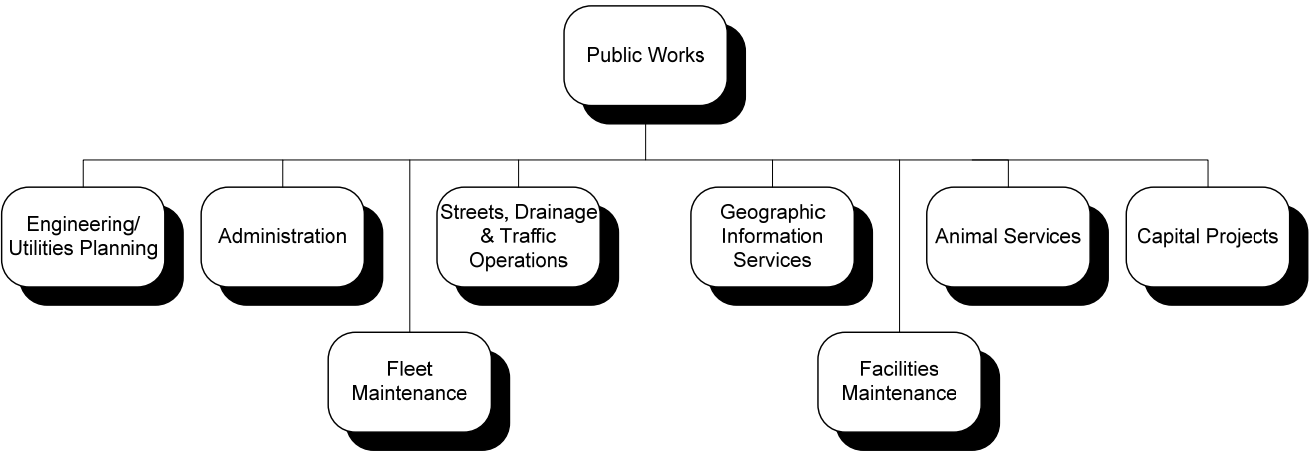
**DEPARTMENTAL
VISION STATEMENT**

To define Exceptional Service in the development, implementation and management of the public infrastructure.

**DEPARTMENTAL MISSION
STATEMENT**

To be indispensable to our customers; they should view us as their team of professionals whom they can count on to deliver vitally needed projects and services, on-time and within budget.

PUBLIC WORKS
<ul style="list-style-type: none">▪ Administration▪ Capital Projects▪ Engineering/Utilities Planning▪ Geographic Information Systems▪ Streets, Drainage, & Traffic Operations▪ Animal Services▪ Fleet Maintenance▪ Facilities Maintenance



DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

Mobility and Infrastructure:

- ❑ Identified infrastructure needs for the proposed May 2014 Bond Package.
- ❑ Completed construction: Texas Parkway Intersection Improvements, Ph I Traffic Management Center, Cangelosi Berm, Weir and Channel Improvements (PH II of the Cangelosi Master Drainage Plan), Animal Shelter, El Dorado Bridge Replacement, and Fire Station # 5, and 5 Art Wraps for Traffic Signal Boxes.
- ❑ Completed design: Lexington Blvd Extension, Trammel-Fresno Widening, Turtle Creek Reconstruction, and Phase II GRP Conversion to meet state GRP mandate.
- ❑ Designed and constructed: 1.5M gallon clearwell (water storage tank) at the Regional Water Treatment Plant, a new 245,000 gallon water storage tank at the Mustang Bayou water plant.
- ❑ Completed studies: Pedestrian & Bicycle Mobility Plan (Council adopted).
- ❑ Installed wayfinding signs on Texas Parkway and FM 1092; guidance to locate City Hall, Municipal Court, Public Safety Headquarters, the Animal Shelter, Buffalo Run Park and Fort Bend County Library.

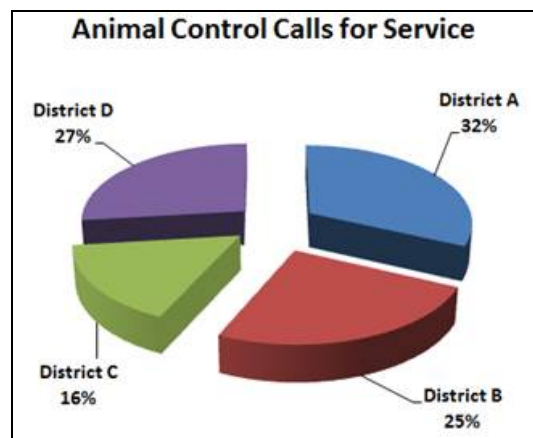
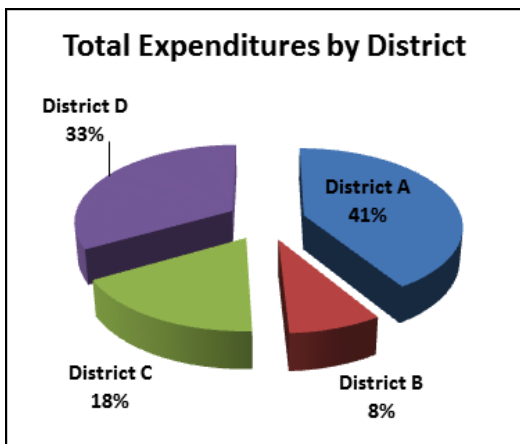
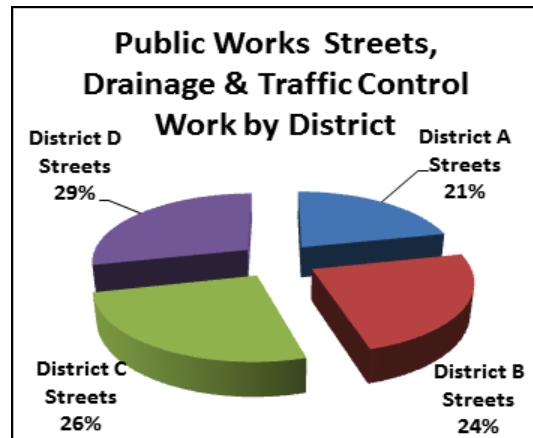
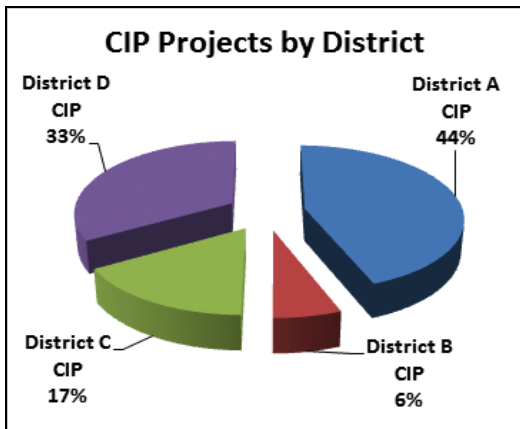
Utilities:

- ❑ Completed Studies: Willow Water Hole Master Drainage Plan update, Mustang Bayou Impact Fees and Business Plan, Texas Water Development Board Long Term Implementation Plan Study.
- ❑ Completed negotiations with Gulf Coast Water Authority on a new water supply contract for surface water.
- ❑ Obtained a Chapter 210 reuse permit to fill golf course lakes.

Operations:

- ❑ Restructured: Greater responsibilities and authority to the Asst Directors; Street Supervisor position added.
- ❑ Repaired the 600,000 gallon ground storage tank at the Mustang Bayou Water Plant.
- ❑ Submitted to TCEQ the procedure to be able to re-rate the pre-treatment MRI plate settlers at the Regional Water Treatment Plant from 10 million gallons per day to 20 million gallons per day.
- ❑ Completed the Pavement Maintenance and Management survey of all 635 lane miles of streets.
- ❑ Completed 180,000 SF of Concrete Street Repairs; 232,000 SF of Asphalt Street Repairs; including reconstruction of Adams St and 5th Street; and 55,000 SF of Concrete Sidewalk Repairs.
- ❑ Completed the Flashing Yellow Arrow project for all 55 traffic signals in the City limits.
- ❑ Implemented a “check your emitter” for operational function on all emergency vehicles by installing a traffic signal head with the signal pre-emption device on the “new” signal shop at the City’s Service Center.
- ❑ Received 2 Texas Public Works Association Awards – In House Project of the Year; conversion of the old Animal Shelter into Traffic Signal Shop and Operations Excellence; City’s Community Service Program.
- ❑ Began a Volunteer Program (ages 17 & up), and a “wellness” cleaning operation at the Animal Shelter.
- ❑ Completed the GIS integration of the OSSI Computer Aided Dispatch System.
- ❑ Launched a Story Map about Construction Improvements to provide better information to the public.
- ❑ New web maps: Park Facilities - recreational opportunities and park amenities, and Mowing Responsibility.
- ❑ Developed advanced presentation and demographic tools to attract City development.
- ❑ Developed an official law enforcement map relating to the sex offender residency restriction ordinance.
- ❑ Fleet personnel obtained 21 Automotive Service Excellence and 1 Emergency Vehicle Technician Certifications.
- ❑ Implemented a Fleet Operations Policy citywide (8/2014); realizing a fuel cost savings of \$3,800/month.
- ❑ Self-education of staff to keep abreast of new technology using current updated manufactures diagnostic software (Ford Fleet, Detroit Diesel, Allison Transmission, Bendix Brake, and Webco Brake).
- ❑ Upgraded to a new Fuel System Data Base Software to utilize the new Fleet Maintenance Program.
- ❑ Increased fuel mileage and longer tire life using Nitrogen supplied from the Grant Funded Purigen 98 Nitrogen inflation machine.
- ❑ Extended the useful life of engine oil to an average of 26,000 miles per unit by using Oil Analysis and High Life Engine Oil; in some instances increasing the fuel mileage by 1 to 2 miles per gallon on some of the City Fleet. This program is 3 years in operation.

- ❑ All annual inspections of all building fire alarms, fire extinguishers, fire sprinklers, Halon systems, kitchen hoods, and elevators were completed on time and all violations addressed.
- ❑ Preventive Maintenance contracts for the Building Automation Systems (Metasys Controls) operation at EOC, the Building Automation Systems (Trane Tracer Controls) on the Tennis and Recreation Center, the HVAC Mechanical at the Tennis and Recreation Center, and the 4 chill water plants were successfully completed with minor concerns.
- ❑ Participated in the final inspection of FS # 5 and provide information for a punch list and warranty items. Performed a check for operations on all mechanical and electrical equipment, HVAC, & fire systems. Facilities Superintendent received training in the HVAC and Mechanical aspects of the station.
- ❑ All preventive maintenance/inspections and repairs on ice machines, water filters, water heaters, a/c units, heaters, fan boxes, first aid kits, gate operators, exit lights, stoves, and appliances were completed in accordance with the established schedule. All activities performed by in-house staff.
- ❑ All routine preventive maintenance visits, inspections, and repairs to all of Fire Station's (4), the Sally Port and Fleet Bldg overhead doors, and the 2 chillers & boiler at the Emergency Operations Center facility were completed in accordance with the established schedule. All activities performed with a combination of in-house staff and contracts.
- ❑ Completed various in-house painting projects city-wide. Of note, Facilities Maintenance staff remodeled several areas of the Public Safety Headquarters and FS #1 to accommodate the transition of the Code Enforcement staff to the Police Headquarters and the movement of the Battalion Chief's office into FS # 1. The remodel was completed 2 days ahead of schedule.
- ❑ In the spirit presenting a cohesive team, participated in the Parks and Recreation annual events of Snowfest and the Dad and Daughter Dance.
- ❑ Promoted the Lead Building Technician, Bill Cronin, to fill the vacant Facilities Superintendent position.



DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

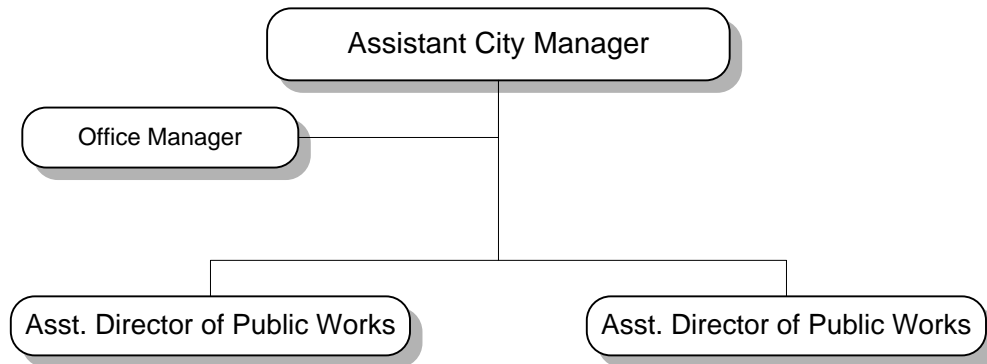
DEPARTMENTAL DESCRIPTION

The Assistant City Manager provides direction to several Divisions: Administration, Capital Improvements, Engineering/Utilities Planning, Fleet Maintenance, Facilities Maintenance, Geographic Information Systems (GIS), Animal Services, and Streets, Drainage & Traffic Operations Divisions. The Department provides: administrative oversight of all public works infrastructure in operations and development: maintenance of the City's infrastructure (streets, curbs, sidewalks, pavement markings, signs, traffic signals, water and wastewater plants, surface water plant, drainage structures and channels, and public right-of-way); public works operations and maintenance; Intelligent Transportation System operations; Capital Improvement Program management and implementation; Stormwater Program; fleet services operations and maintenance; the Fleet Replacement Program; building services maintenance and operations; utility operations and maintenance management; utilities planning and development; engineering services for traffic/transportation and utilities management; floodplain management; GIS operations and database maintenance; and animal control services that include implementing the City's ordinances which include addressing dog bites, dangerous dogs and dogs running at large, working with rescue and pet adoption groups, and trapping domestic animals; Services to Missouri City's citizens.

STRATEGIES	DEPARTMENTAL GOALS
1,3,4	<ul style="list-style-type: none"> Convert additional service areas from ground water usage to surface water usage to meet the minimum 30% conversion requirement mandated by the Fort Bend Subsidence District by July 1, 2015.
1,2,3,4	<ul style="list-style-type: none"> Complete the construction of Capital Improvement Projects identified/funded for Fiscal Year 2015 that will improve/maintain the quality/integrity of the city's infrastructure.
2,3	<ul style="list-style-type: none"> Identify additional opportunities to permit and install wayfinding signs within TxDOT and local rights-of-way.
1,2,3	<ul style="list-style-type: none"> Identify opportunities to promote development in the 90A & Texas Parkway corridors.
1,2,4	<ul style="list-style-type: none"> Provide Departmental Direction for establishing Divisional Objectives by updating the Strategic Plan twice per Fiscal Year.
1,4	<ul style="list-style-type: none"> Maintain and continue established infrastructure and joint stormwater quality programs to ensure an adequate level of condition rating is maintained.
2,3	<ul style="list-style-type: none"> Increase mobility along the major corridors by using access management techniques, strategic planning for roadways in the Traffic Management Plan, as well as increasing safety for motorists, bicyclists and pedestrians.
1,2,3,4	<ul style="list-style-type: none"> Incorporate new water and wastewater regionalization programs into ongoing cooperative discussion, planning and implementation efforts with municipal utility districts and into the City's Capital Improvements Program.
3,4	<ul style="list-style-type: none"> Upgrade existing GIS databases, develop new applications, and make improvements where necessary to allow the City's GIS to coordinate with other City systems and improve delivery of information, industry standardization, processes and procedures.
3,4	<ul style="list-style-type: none"> Provide maintenance of the City's fleet of vehicles, equipment, and fuel islands in a manner that meets the level of service required to meet Federal and State requirements.
3,4	<ul style="list-style-type: none"> Provide well-maintained City facilities and improved customer services to internal and external customers incorporating technological and energy efficient measures where cost-effective and beneficial to the operating aspects of the facilities.
3,4	<ul style="list-style-type: none"> Provide for adjustments in our operating procedures and programs to improve our customer oriented approach.
3,4	<ul style="list-style-type: none"> Provide Animal Services that will promote pet adoptions, incorporate community involvement, and reduce the risk of disease related contaminants.

DESCRIPTION OF DIVISIONAL OPERATIONS

The Administration Division directs, manages and oversees a comprehensive Public Works Program: infrastructure and asset management and maintenance; including streets, drainage, utilities, fleet, facilities, and traffic systems, the Capital Improvement Program, the Storm Water Program, Public Improvement construction projects, the Groundwater Reduction Plan program, the Fleet Service and Vehicle Replacement Program, Animal Services ordinance enforcement, Facilities operations and maintenance, and GIS mapping service and data management. The Division performs development services for Economic Development, and coordinates joint project activities with other public entities, including drainage districts, cities, state agencies and utility districts. In addition, the Division provides budget and strategic planning for the Department and technical assistance to the various City Departments, City Council, City Management and commissions. The Division staff act as liaisons when working and communicating with Municipal Utility District (MUD) boards and attorneys, local, state and federal groups including Homeowner Associations (HOA's), School Districts, Houston-Galveston Area Council (H-GAC), Water Control Districts, Fort Bend Subsidence District, Drainage Districts, Levee Improvement Districts (LID), Flood Control Authorities, and Raw Water Authorities, Texas Department of Transportation, Texas Commission of Environmental Quality, Texas Water Development Board, and FEMA.



Total Full-Time Employees = 4

STRATEGIES	DIVISIONAL OBJECTIVES
1,4	<ul style="list-style-type: none"> Work simultaneously with supporting agencies such as Fort Bend County, TxDOT and H-GAC to identify funding opportunities and enter into agreements, as needed.
1,2,3,4	<ul style="list-style-type: none"> Initiate a joint Storm Water Management Program to meet new NPDES five-year permit.
1,2,3	<ul style="list-style-type: none"> Complete the preliminary engineering for at least one of the identified projects in the FY 2015 Programmatic Funding Requests through US Congressman's Al Green's office.
1,2,3,4	<ul style="list-style-type: none"> Assess and develop a prioritized listing of those areas of the city that would benefit from the installation of wayfinding signs, and direct the installation of at least four of those locations by May 30, 2014.
1,2,3,4	<ul style="list-style-type: none"> Develop and achieve a water and wastewater rate structure that will assure adequate revenues for operations, maintenance, capital improvements, and ensure that the service will be self-sustaining.
1,2,3,4	<ul style="list-style-type: none"> Develop a business plan that will set forth a course of action based on the 2011 Regional Utility Planning Study to assist in identifying implementation means and methods.
1,2,3,4	<ul style="list-style-type: none"> Use recommendations from the Mustang Bayou Business Plan to provide direction for the development of a plan for the future reuse of effluent within the City service area.
2,3,4	<ul style="list-style-type: none"> Facilitate the final disposition of the agreement with the Steep Bank\Flat Bank Wastewater Treatment Plant participants to allocate all project costs more equability.
2,3,4	<ul style="list-style-type: none"> Execute a Raw Water Systems contract with Gulf Coast Water Canal Authority (GCWA) to address the current water supply needs for the City's regional water treatment facility.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Public Works/City Engineer	1	1	1	1	Uncl
Assistant Director of Public Works	1	2	2	2	Uncl
Assistant City Engineer	1	0	0	0	24
Utilities Manager	0	1	1	0	24
Projects Administrator	1	1	0	0	23
Utilities Coordinator	1	1	1	0	22
Office Manager	0	0	1	1	15
Project Coordinator	0	0	1	0	12
Project Manager	1	1	1	0	12
Construction Inspector	1	1	1	0	12
Administrative Assistant	<u>2</u>	<u>1</u>	<u>0</u>	<u>0</u>	10
Total Full-time Employees	9	9	9	4	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **PW ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-140**

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Hours to participate in meetings promoting mobility at the regional level	160	192	160	192
❑ Number of work orders to advance 95% of the Work Request solutions within 5 days	1,180	1,200	963	1,847
❑ Hours to participate in Economic Development meetings	250	200	208	208
❑ Hours to review and finalize agreements for water/wastewater services and capacities, raw water system capacities, and groundwater reduction requirements.	144	180	168	350
❑ Hours spent preparing funding requests	64	80	80	80
❑ Hours to prepare Departmental Budget	125	135	270	150
❑ Hours to host Council Committee Meetings for Long Range Planning and Infrastructure	72	72	85	96

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ General Engineering Studies Performed	4	5	5	4
❑ Citizen Requests for Public Works Services	1,239	1,260	1,012	1,940
❑ Citizen Requests for Engineering Services Completed	22	20	15	15
❑ Number of Projects Updated via City Managers Monthly Reports	N/A	25	45	49
❑ Continuing Education Courses	25	25	30	30
❑ Community Meetings	15	30	32	25

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

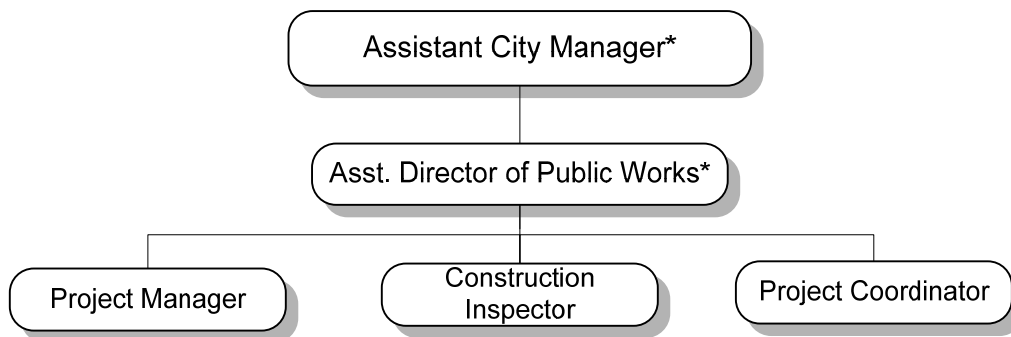
PUBLIC WORKS - ADMINISTRATION

101-15-140

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	617,871	615,018	615,018	652,835	335,600
51002	ADDITIONAL COMPENSATION	3,707	3,888	3,888	4,679	2,516
51003	COMPENSATED ABSENCES	285	-	-	1,347	-
51004	OVERTIME	947	2,000	2,000	1,000	500
51101	PART TIME: 20-29 HOURS	1,080	-	-	-	-
51201	CAR-CLOTHING ALLOWANCE	4,463	3,600	3,600	5,912	6,000
51202	CELL PHONE ALLOWANCE	6,830	7,020	7,020	7,040	3,240
51301	LONG TERM DISABILITY	1,815	2,065	2,065	2,407	1,167
51302	TAXES, SOCIAL SECURITY	45,887	48,312	48,312	51,546	26,611
51303	HOSP-LIFE-DENT-VIS INS	78,294	82,755	82,755	70,653	31,657
51305	RETIREMENT	33,327	38,049	38,049	37,459	31,262
51306	WORKERS COMPENSATION	1,184	1,173	1,173	992	438
	TOTAL PERSONNEL	795,690	803,880	803,880	835,870	438,991
52001	OFFICE SUPPLIES	1,864	2,000	1,800	1,250	480
52002	MEALS & DRINKS	-	150	150	180	150
52003	WEARING APPAREL	160	250	450	450	-
52004	MINOR TOOLS & EQUIPMENT	3,567	400	3,066	3,166	100
52005	EDUC, TRAINING & SUPPLIES	14	30	345	439	75
52006	POSTAGE	269	400	250	100	100
52013	JANITORIAL SUPPLIES	88	-	-	-	-
52014	COMPUTER EQUIP RENTAL FEE	4,086	6,129	6,129	6,129	8,171
52015	FLEET RENTAL FEE	8,477	12,715	12,715	12,715	13,543
52016	CENTRAL GARAGE ALLOC	13,526	12,191	12,191	13,677	-
52017	FUEL, OIL & LUBRICANTS	14,743	14,000	17,000	16,415	13,200
	TOTAL COMMODITIES	46,794	48,265	54,096	54,521	35,819
53001	MINOR EQUIP MAINT/RPR & RNT	30	-	-	-	-
53002	INSURANCE	1,131	2,051	2,051	1,850	2,071
53004	SPECIAL SERVICES & LEGAL	48,291	58,000	22,001	25,000	7,000
53007	CONFERENCE EXPENSE	8,812	5,000	7,500	7,500	6,152
53009	BLDG MAINTENANCE ALLOC	13,820	15,006	15,006	14,610	-
53012	COMPUTER SERVICES ALLOC	49,656	59,890	59,890	85,625	-
53024	CONTRACTED ENGINEERING	27,050	55,000	106,562	96,000	40,000
53074	STORMWATER MANAGEMENT	-	-	-	-	25,000
	TOTAL CONTRACTUAL SERVICES	148,790	194,947	213,010	230,585	80,223
54001	PRINTING & PUBLICATIONS	183	600	600	500	150
54002	DUES & SUBSCRIPTIONS	2,988	2,125	3,969	4,571	1,705
54003	TRAINING & TRAVEL	4,654	4,400	11,861	9,654	-
54005	VEHICLE ALLOWANCE - MILEAGE	206	150	250	255	150
	TOTAL OTHER SERVICES	8,031	7,275	16,680	14,980	2,005
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	999,305	1,054,367	1,087,666	1,135,956	557,038

DESCRIPTION OF DIVISIONAL OPERATIONS

The Capital Projects Division manages and oversees the Capital Improvement Program, performs project management, performs plan reviews for all proposed Public Improvement construction projects, performs development services for Economic Development, and coordinates joint project activities with other public entities, including drainage districts, cities, state agencies and utility districts. The Capital Projects Division also provides inspections services for all public infrastructure improvements constructed within the City and the extraterritorial jurisdiction. Other major activities of the Division include project development, detailed design, and contract administration of the various City Capital and Operational funded projects. These projects encompass transportation, drainage, park improvements and the construction of public buildings and facilities, and new streets. This Division also coordinates City construction and planning activities with Federal, State, and County agencies, franchised utilities, and grant funding. This Division investigates drainage, street, and other infrastructure problems when requested by citizens, and provides technical assistance to the various City Departments and commissions.



Total Full-Time Employees = 3

*Assistant City Manager and Assistant Director of Public Works are included in the PW Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
1,2,3,4	<ul style="list-style-type: none"> Complete construction of Lexington Extension and the Vicksburg Extension.
1,2,3,4	<ul style="list-style-type: none"> Start construction of Hurricane Lane Extension, Trammel-Fresno Widening, Turtle Creek Reconstruction, and Gregory Blvd. Reconstruction.
1,2,3,4	<ul style="list-style-type: none"> Use the Traffic Management Plan (TMP), which forecasts needed roadway improvements by growth and traffic volumes, to prioritize which corridors are in need of reconstruction, resurfacing, or maintenance.
1,2,3,4	<ul style="list-style-type: none"> Complete the design of: Intelligent Transportation System Phase II; initiate design of Glenn Lakes Lane Bridge over Oyster Creek, Ashmont Reconstruction, and Adams Reconstruction.
1,2,3,4	<ul style="list-style-type: none"> Revise and coordinate a joint Storm Water Management Program to meet new NPDES five-year permit.
1,2,3	<ul style="list-style-type: none"> Complete the preliminary engineering for at least one of the identified projects in the FY 2015 Programmatic Funding Requests through US Congressman's Al Green's office.
1,2	<ul style="list-style-type: none"> Complete five Traffic Signal Box Art Wrap projects.
1	<ul style="list-style-type: none"> Install bicycle lane facilities to create route from Texas Parkway to City Center and Recreation & Tennis Center.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Project Manager	0	0	0	1	23
Project Coordinator	0	0	0	1	12
Construction Inspector	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	12
Total Full-time Employees	0	0	0	3	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **CAPITAL PROJECTS**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-141**

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Hours per project to maintain the list of City transportation projects on Regional Transportation Plan.	180	360	360	360
❑ Average Monthly Plats Reviewed	4	6	6	7
❑ Average Monthly Plan Reviews Performed	30	30	30	35
❑ Average Monthly R.O.W. Inspections Performed	20	20	20	25

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Capital Improvement Projects Active	30	35	35	33
Value of projects	\$15M	\$18M	\$18M	\$17M
❑ H-GAC(TIP) /County Mobility Projects Active	3	6	7	5
Value of projects	\$10M	\$11	\$16M	\$14M
❑ Attend transportation coordination meetings with H-GAC	30	30	25	30
❑ Continuing Education Courses	7	6	7	8

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

PUBLIC WORKS - CAPITAL PROJECTS

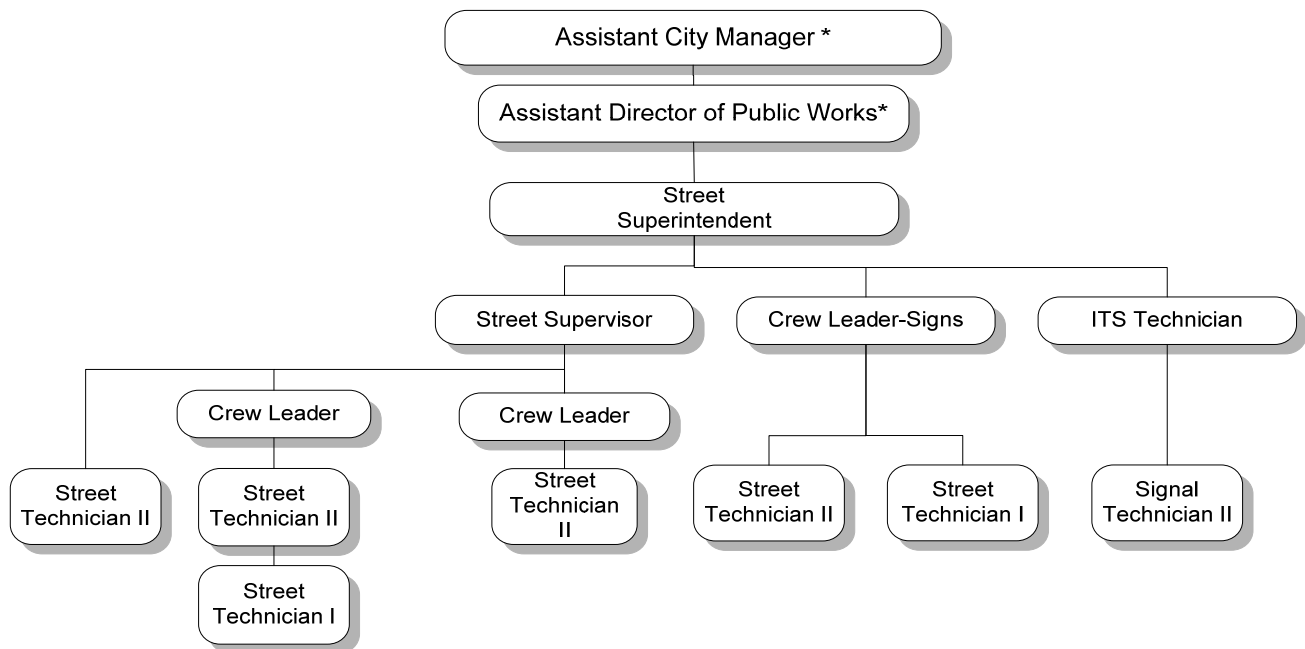
101-15-141

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES					147,022
51002	ADDITIONAL COMPENSATION					880
51004	OVERTIME					1,000
51202	CELL PHONE ALLOWANCE					2,160
51301	LONG TERM DISABILITY					504
51302	TAXES, SOCIAL SECURITY					11,556
51303	HOSP-LIFE-DENT-VIS INS					34,106
51305	RETIREMENT					13,506
51306	WORKERS COMPENSATION					190
	TOTAL PERSONNEL	-	-	-	-	210,924
52001	OFFICE SUPPLIES					360
52003	WEARING APPAREL					160
52004	MINOR TOOLS & EQUIPMENT					150
52005	EDUC, TRAINING & SUPPLIES					75
	TOTAL COMMODITIES	-	-	-	-	745
54003	TRAINING & TRAVEL					2,570
	TOTAL OTHER SERVICES	-	-	-	-	2,570
	TOTAL EXPENDITURES	-	-	-	-	214,239

DESCRIPTION OF DIVISIONAL OPERATIONS

The Streets, Drainage, and Traffic Operations Division is responsible for ensuring the proper design and repair standards are used in the construction and maintenance of public streets, drainage facilities, pavement markings, signs, and all traffic signals in Missouri City. The Traffic Operations section is also responsible for operations of the traffic signal system, the Traffic Management Center, and performs various traffic and transportation studies. The signage and pavement markings installed and maintained are placed/used in accordance with the Texas Manual of Uniform Traffic Control Devices (TMUTCD), a federal and state legislatively mandated document.

The base function of this Division is to provide preventative and regular maintenance of City owned streets, drainage channels, roadside ditches, bridges, pavement markings, signs and traffic signals. Routine activities include sidewalk repair, curb repair, pot-hole patching, pavement repairs, crack and joint sealing, street sweeping, mosquito spraying, removal of bandit signs, repair and replacement of traffic control devices in accordance with the TMUTCD, removing and replacing pavement markings in accordance with the TMUTCD, roadside ditch and channel maintenance and mowing, and administering a Community Service Restitution program. . In addition, this Division provides construction contract administrative services in support of operational projects, and provides construction services in support of capital projects. The major focus is to schedule a consistent execution of activities designed to prolong the service life of streets and drainage facilities, and the promotion of public safety and mobility. There is a desire to emphasize prompt response to Work Requests by completion of a planned solution, as well as the Total Customer Service Process, from initial contact to corrective action to follow-up with customer. Citizens are contacted frequently to update them regarding work order status and request status in order to provide exemplary customer service. Scheduled in-house and outside training opportunities are pursued to educate employees and foster improvements in Divisional efficiency and effectiveness.



Total Full-Time Employees = 13

*Assistant City Manager and Assistant Director of Public Works are included in the PW Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
3	<ul style="list-style-type: none"> Maintain a schedule for the street sweeping program where in-house sweepers will sweep all Major Thoroughfares and Collectors Streets twice a month and sweep all residential streets three times a year.
1,3,4	<ul style="list-style-type: none"> Use the Pavement Management & Maintenance Program Study to prioritize work orders for street repairs to address at least \$700,000 for concrete and asphalt pavement rehabs and/or repairs.
1,3,4	<ul style="list-style-type: none"> Complete at least 8,000 LF of roadside ditch maintenance.
1,3,4	<ul style="list-style-type: none"> Use the Sidewalk Evaluation Study to prioritize work orders to address at least \$200,000 in sidewalk repairs.
3,4	<ul style="list-style-type: none"> Implement a Bluetooth system (data collected from cell phone) to capture real-time roadway information with our Intelligent Transportation System (ITS) to ensure motorists are informed of roadway delays.
1,3,4	<ul style="list-style-type: none"> Use asphalt trailer to patch pot holes and wheel ruts throughout city within five working days of receipt of notice.
3,4	<ul style="list-style-type: none"> Communicate clear and concise messages on the Digital Message Signs (DMS) to allow motorists to respond promptly to the information in accordance with the DMS Policy.
1,3,4	<ul style="list-style-type: none"> Perform at least two corridor traffic signal system evaluations on SH 6, Texas Parkway, FM 1092, Sienna Parkway, and Cartwright; implement recommendations within 45 days, as necessary, to improve mobility.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Street Superintendent	1	1	1	1	23
Chief Signal Technician	1	1	0	0	13
Intelligent Transportation System Specialist	1	1	1	1	13
Street Supervisor	0	0	1	1	13
Crewleader-Streets	2	2	2	2	12
Crewleader-Signs	0	0	1	1	12
Signal Technician II	1	1	1	1	11
Street Technician II	5	5	4	4	10
Street Technician I	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	3
Total Full-Time Employees	13	13	13	13	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

DIVISION: **STREETS, DRAINAGE & TRAFFIC OPERATIONS**

FUND NUMBER: **101-15-142**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Equipment hours to sweep major thoroughfares and collector streets once a month.	24	24	24	24
❑ Equipment hours to sweep residential streets twice a year.	938	938	945	925
❑ Hours to replace down or missing Regulatory Signs within 12 hours of notification.	5	5	5	5
❑ Hours per location to replace/repair 50' section of sidewalk	5	5	5	5
❑ Hours per street name sign to manufacture and install	5	5	5	5
❑ Hours per Traffic Signal to perform preventative maintenance	6	6	6	6

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Lane miles of street maintained				
Gravel streets	0.5	0.5	0.5	0.5
Asphalt streets	64	64	64	64
Concrete streets	573	573	573	573
Total	637	637	637	637
❑ Cost of maintenance per mile	1,181	1,284	1,284	1,284
❑ Square feet replaced on asphalt streets	100,000	180,000	232,000	185,000
❑ Square feet fixed on concrete streets	72,502	70,000	70,000	70,000
❑ Square feet of sidewalk replacement	54,556	10,000	50,000	30,000
❑ Sidewalk leveling locations	510	500	500	500
❑ Request for service received	1,155	1,200	1,200	1,200
❑ Request for service completed	838	1,000	1,000	1,000
❑ Signs replaced/Installed	272	600	600	600
❑ After hours call-outs made (hrs.)	124	200	200	200
❑ Number of calls to which traffic signals section responds	205	75	75	75
❑ Total training hours for Streets staff	153	150	150	150
❑ Number of traffic signals maintained	55	55	55	57
❑ Linear feet of pavement markings installed	80,930	50,000	50,000	50,000
❑ Number of school zone crossings replaced	5	4	4	4
❑ Number of lane miles swept	1,146	1,146	1,146	1,200
❑ Number of bandit signs collected	1,191	1,000	1,000	1,000
❑ Number of cycles of mosquito spraying (cycle = citywide)	27	36	36	36
❑ Number of acres mowed in right-of-way	1,822	1,800	1,776	1,800
❑ Number of community service hours	11,572	12,000	11,000	12,000

===== CITY OF MISSOURI CITY =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

PUBLIC WORKS - STREETS/DRAINAGE/TRAFFIC OPERATIONS

101-15-142

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	486,741	500,359	500,359	496,241	489,673
51002	ADDITIONAL COMPENSATION	5,076	5,376	5,376	3,792	4,320
51003	COMPENSATED ABSENCES	10,360	-	-	4,366	-
51004	OVERTIME	47,023	20,000	25,000	54,726	30,000
51202	CELL PHONE ALLOWANCE	3,978	4,320	4,320	3,790	3,780
51301	LONG TERM DISABILITY	1,487	1,681	1,681	1,663	1,673
51302	TAXES, SOCIAL SECURITY	39,879	40,549	40,549	39,061	40,374
51303	HOSP-LIFE-DENT-VIS INS	109,347	118,125	118,125	105,094	140,668
51304	PRORATED HEALTH/DENT/VIS	1,216	-	-	-	-
51305	RETIREMENT	29,029	31,936	31,936	28,428	44,800
51306	WORKERS COMPENSATION	22,074	23,622	23,622	15,753	14,881
	TOTAL PERSONNEL	756,210	745,968	750,968	752,914	770,169
52001	OFFICE SUPPLIES	491	600	600	600	600
52002	MEALS & DRINKS	385	100	100	275	200
52003	WEARING APPAREL	5,367	6,000	6,000	6,000	6,000
52004	MINOR TOOLS & EQUIPMENT	18,955	9,600	9,600	14,700	9,600
52005	EDUC, TRAINING & SUPPLIES	898	200	200	200	200
52006	POSTAGE	10	50	50	25	50
52007	BLDG MAT'L/SUPPLIES & REPAIRS	1,385	-	291	291	-
52008	IDENTIFICATION SUPPLY/FIL	265	-	-	-	-
52013	JANITORIAL SUPPLIES	1,324	1,300	1,300	1,300	1,300
52014	COMPUTER EQUIP RENTAL FEE	3,563	5,344	5,344	5,344	7,125
52015	FLEET RENTAL FEE	82,423	110,400	110,400	110,400	150,504
52016	CENTRAL GARAGE ALLOC	183,983	137,629	137,629	154,401	
52017	FUEL, OIL & LUBRICANTS	54,723	67,500	67,500	67,500	67,500
52025	PESTICIDE/HAZ-MAT CONTROL	7,213	1,000	1,000	1,000	1,000
52038	STREET MAT'L & SUPPLIES	61,877	117,000	95,014	93,921	117,000
52039	DRAINAGE MATERIALS & SUPP	362	500	500	500	500
52040	TRAFFIC SIGNS/MATERIALS	45,345	43,000	47,500	81,605	43,000
52041	PAVEMENT MARKING MATERIAL	13,820	40,000	40,000	40,000	40,000
	TOTAL COMMODITIES	482,389	540,223	523,028	578,062	444,579
53001	MINOR EQUIP MAINT/RPR & RNT	479	2,000	2,000	2,000	2,000
53002	INSURANCE	20,054	25,298	25,298	25,298	24,561
53004	SPECIAL SERVICES & LEGAL	7,338	1,980	6,996	7,000	6,780
53005	SERVICE AGREEMENTS/REPAIR	-	-	-	-	1,418
53006	RADIO REPAIR/MAINTENANCE	470	500	500	500	500
53009	BLDG MAINTENANCE ALLOC	90,848	98,645	98,645	96,042	
53012	COMPUTER SERVICES ALLOC	25,192	30,574	30,574	43,712	
53027	CONTRACTOR HIRE - STREETS	2,203	25,000	25,000	24,000	25,000
53028	CONTRACTOR HIRE - MOWING	58,321	72,000	72,000	72,000	72,000
53029	CONTRACTOR HIRE - DRAINAGE	40,000	40,000	56,600	56,000	40,000
53030	CONTRACTOR HIRE - TREE TRIM	8,130	1,000	1,000	2,000	1,000
53031	CONTRACTOR HIRE - MOSQUITO	40,230	55,000	55,000	55,000	55,000
53032	GARBAGE COLLECTION	18,264	7,300	7,300	9,758	10,246
53035	TRAFFIC SIGNAL MAINTENANC	60,234	70,000	72,726	72,726	70,000
53041	WATER UTILITIES	1,557	300	700	437	458
	TOTAL CONTRACTUAL SERVICES	373,320	429,597	454,339	466,473	308,963
54001	PRINTING & PUBLICATIONS	1,205	100	100	100	100
54002	DUES & SUBSCRIPTIONS	340	200	200	200	200
54003	TRAINING & TRAVEL	2,455	3,100	3,100	3,100	3,100
54033	ST LIGHT - OPERATION	651,952	715,502	715,502	646,437	715,502
54034	TRAFFIC SIGNAL OPERATION	34,046	36,156	36,156	34,280	36,156
	TOTAL OTHER SERVICES	689,998	755,058	755,058	684,117	755,058
75004	EQUIPMENT	-	-	-	-	11,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	11,000
	TOTAL EXPENDITURES	2,301,917	2,470,846	2,483,393	2,481,566	2,289,769

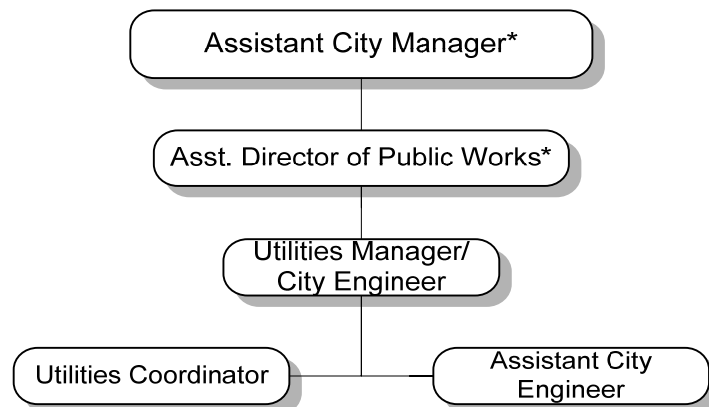
DEPARTMENT: **PUBLIC WORKS**
 DIVISION: **ENGINEERING & UTILITY PLANNING**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-15-143**

DESCRIPTION OF DIVISIONAL OPERATIONS

The Engineering and Utility Planning Division manages and oversees the administration, operation and maintenance of the City's water and wastewater infrastructure (surface water and groundwater plants, water distribution, wastewater collection, and wastewater treatment plants), oversight of the Groundwater Reduction Program, permit compliance, utilities planning and development, and capital infrastructure improvements. Additionally, this division includes assisting Development Services in the review of plats and infrastructure plans to verify compliance with the City's Infrastructure Ordinance. Review of the plats and subsequent infrastructure plans insure that development and re-development are maintaining compliance with the transportation and traffic needs to maintain safe traffic patterns. Staff also coordinates with the Streets and Transportation Division to provide analysis of traffic impact reports to determine street and intersection improvements.

Other major activities of the Division include compliance with the Fort bend Subsidence District mandates to reduce our groundwater dependency. Additionally, the Division coordinates with the various MUDs to determine impact of development to the regional water treatment plant and to the wastewater facilities. This would include reviewing plant capacities to determine impacts and future expansions. This Division also coordinates City compliance with Federal, State, and County agencies for the water and wastewater infrastructure.



Total Full-Time Employees = 3

*Assistant City Manager and Assistant Director of Public Works are included in the PW Administration Divisional Budget.

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **ENGINEERING & UTILITY PLANNING**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-143**

STRATEGIES	DIVISIONAL OBJECTIVES
1,2,3,4	<ul style="list-style-type: none"> • System Wide Water Wastewater Rate Study – Implement a uniform water and wastewater rate structure that is self-sustaining and that will assure adequate revenues for operations, maintenance, and capital improvements by October 2014.
1,2,3,4	<ul style="list-style-type: none"> • System Regionalization – Present a business plan to the City Council for adoption that will set the course of action, based on the 2011 Regional Utility Planning Study, and begin the process of regionalizing the water and wastewater infrastructure by November 2014.
1,2,3,4	<ul style="list-style-type: none"> • Conservation program – Develop a conservation program to educate citizens about water as a precious resource. Develop a brochure that will provide education information, attend community events and educate the City’s HOAs through the communication department by June 2015.
1,2,3,4	<ul style="list-style-type: none"> • Effluent Reuse Plan – Develop a plan that would map out opportunities for the future reuse of effluent within the City service area by June 2015.
1,2,3,4	<ul style="list-style-type: none"> • Complete negotiations for a new agreement with the Steep Bank\Flat Bank Wastewater Treatment Plant participants to allocate all project costs more equability by December 2014.
1,2,3,4	<ul style="list-style-type: none"> • GRP – Analyze current usage trends to determine compliance with the mandated 30% conversion by end of FY 2015. This will be to monitor continued development in Riverstone and Sienna Hillwood areas to determine needed infrastructure upgrades to the surface water plant and transmission mains.
1,2,3,4	<ul style="list-style-type: none"> • GRP – Continue to update surface water usage data as development in Sienna Hillwood and the Mustang Bayou Service area continues. This will determine compliance with the mandated 60% conversion by 2025.
1,2,3,4	<ul style="list-style-type: none"> • Infrastructure Ordinance – The existing Ordinance was last reviewed and updated in 2004. As technology and regulations have advanced we need to review our ordinance and update as necessary to maintain compliance by August 2014.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Utilities Manager/City Engineer	0	0	0	1	24
Assistant City Engineer	0	0	0	1	22
Utilities Coordinator	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	22
Total Full-time Employees	0	0	0	3	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **ENGINEERING & UTILITY PLANNING**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-143**

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Hours to prepare/educate council committees and City Council and staff on the results and recommendations of the Mustang Bayou Rate Study	0	0	150	75
❑ Hours to revise and implement Infrastructure Ordinance	0	0	150	100
❑ Hours to perform 95% of the traffic studies generated within 45 days of each request	760	600	532	600
❑ Regionalization - Hours of coordination and discussion with MUDs	0	0	75	125
❑ Reports to comply with TCEQ Standards relating to the 5 Water/Wastewater facilities owned by the City	95	95	150	110
❑ Hours to perform analysis of Traffic Impact Studies	N/A	N/A	N/A	200
ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Engineering Studies Performed	N/A	4	5	4
❑ Capital Improvement Projects Active	8	8	8	2
Value of projects	\$1.2M	\$4.4M	\$4.4M	\$11.4M
❑ Attend coordination meetings with H-GAC (Solid Waste, Flood Management)	N/A	N/A	6	8
❑ Citizen Requests for Engineering Services	25	20	8	12
❑ Citizen Requests for Engineering Services Completed	22	20	15	15
❑ Conceptual Plan Reviews	4	2	5	6
❑ Preliminary Plat Reviews	29	20	12	25
❑ Final Plat Reviews	33	30	15	15
❑ Planned Development & Special Use Permit	N/A	N/A	N/A	15
❑ Amending Plats/Replats	6	5	7	6
❑ Review of elevation certificates	N/A	N/A	N/A	250
❑ Review Traffic Impact Analysis	N/A	N/A	N/A	10

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

PUBLIC WORKS - ENGINEERING/UTILITY PLANNING

101-15-143

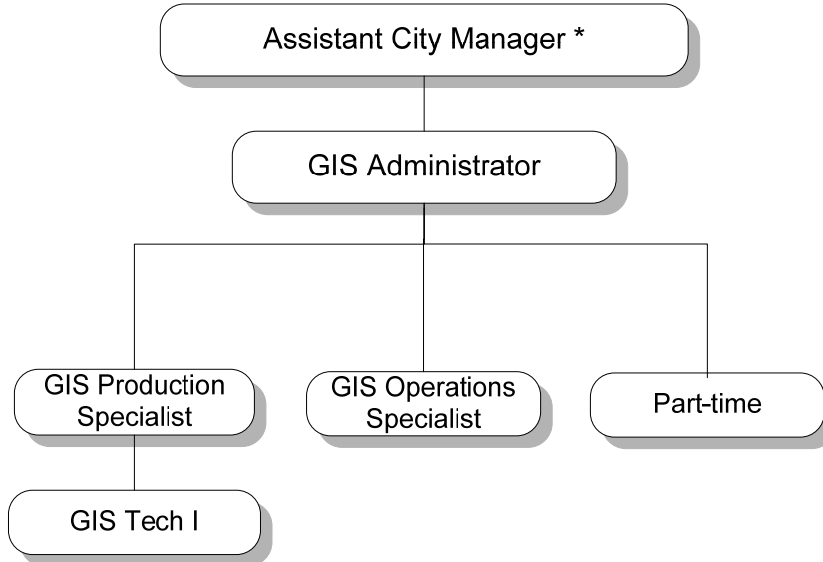
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES					272,042
51002	ADDITIONAL COMPENSATION					1,956
51004	OVERTIME					500
51202	CELL PHONE ALLOWANCE					2,160
51301	LONG TERM DISABILITY					931
51302	TAXES, SOCIAL SECURITY					21,164
51303	HOSP-LIFE-DENT-VIS INS					38,594
51305	RETIREMENT					24,854
51306	WORKERS COMPENSATION					349
	TOTAL PERSONNEL	-	-	-	-	362,550
52001	OFFICE SUPPLIES					360
52004	MINOR TOOLS & EQUIPMENT					150
	TOTAL COMMODITIES	-	-	-	-	510
53004	SPECIAL SERVICES & LEGAL					8,000
53024	CONTRACTED ENGINEERING					15,000
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	23,000
54001	PRINTING & PUBLICATIONS					100
54002	DUES & SUBSCRIPTIONS					2,895
54003	TRAINING & TRAVEL					2,570
	TOTAL OTHER SERVICES	-	-	-	-	5,565
	TOTAL EXPENDITURES	-	-	-	-	391,625

DESCRIPTION OF DIVISIONAL OPERATIONS

The Geographic Information Systems Division is responsible for the design, implementation, and management of GIS technology, GIS processes, and the GIS staff.

The main function of the GIS Division is divided into four components. These components are:

- 1.) Develop and manage a Geographic Information System (GIS) to increase the City of Missouri City's efficiency and ability to quickly and accurately collect, retrieve, and distribute geographically based information.
- 2.) Develop and manage a GIS that will meet the needs of all City Departments.
- 3.) Identify and manage a process to deliver GIS information to the general public and contractors.
- 4.) Develop and maintain a GIS which is flexible and compatible enough to incorporate future applications, hardware and software.



Total Full-Time Employees = 4

Part-Time Employees = 1

Asst. City Manager/Director is included in the PW Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
3,4	<ul style="list-style-type: none"> Upgrade parcel dataset to allow for the maintenance of historical property records as well as much more detailed property information.
3,4	<ul style="list-style-type: none"> Create a dashboard using ArcGIS online to provide decision makers with quick access to important geographic information.
3,4	<ul style="list-style-type: none"> Consult with each Department in the development of web applications tailored for Department use which improve efficiency by assisting with daily work processes.
3,4	<ul style="list-style-type: none"> Upgrade street dataset to reflect the National Emergency Number Association's standards and improve information sharing for enhanced regional emergency management.
3,4	<ul style="list-style-type: none"> Implement advanced network analysis tools to assist with decision making as it relates to efficient vehicle routing, drive times, and areas of service.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
GIS Administrator	1	1	1	1	22
GIS Production Specialist	1	1	1	1	14
GIS Operations Specialist	1	1	1	1	14
GIS Technician I	1	1	1	1	11
Permit Service Clerk II	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	9
Total Full-Time Employees	5	5	4	4	
Part-Time Employees	1	1	1	1	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**

FUNDING SOURCE: **GENERAL FUND**

DIVISION: **GEOGRAPHIC INFORMATION SYSTEMS**

FUND NUMBER: **101-15-144**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Number of hours to complete 90% of map requests/exhibits within the requested time frame	4,440	2,800	5,300	5,500
❑ Number of hours to update the Public Safety Map Book and the map library on the web site on a quarterly basis	360	215	650	650
❑ Number of hours to update GIS Basemap layers within three weeks of receiving electronic plats	568	325	750	750
❑ Number of hours to update GIS Utility layers within four weeks of receiving utility information	20	50	320	380
❑ Number of hours to maintain and manage OSSI data	0	0	520	450

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Number of hours completing GIS requests	4,956	2,450	5,800	6,000
❑ Updates accomplished: City Map Book	3	3	3	3
❑ Updates accomplished: Map Library	21	3	80	80
❑ Number of electronic plats processed	71	30	80	75
❑ Number of utility packets processed	4	15	40	65
❑ Number of GIS web/mobile applications developed	4	0	4	3
❑ Number of training classes completed	16	15	10	16
❑ Number of hours to complete OSSI updates and maintenance	N/A	N/A	520	450

===== CITY OF MISSOURI CITY =====

GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM

PUBLIC WORKS - GIS

101-15-144

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	217,695	212,487	200,001	200,841	184,602
51002	ADDITIONAL COMPENSATION	925	1,248	1,248	854	832
51003	COMPENSATED ABSENCES	2,295	-	-	3,629	-
51004	OVERTIME	12,987	1,000	8,486	15,000	5,000
51102	PART TIME:LESS THAN 20 HR	-	-	-	-	10,490
51301	LONG TERM DISABILITY	661	714	714	576	623
51302	TAXES, SOCIAL SECURITY	17,104	16,427	16,427	19,820	15,371
51303	HOSP-LIFE-DENT-VIS INS	41,460	50,995	50,995	33,362	42,859
51305	RETIREMENT	12,337	12,938	12,938	13,945	17,139
51306	WORKERS COMPENSATION	433	483	483	369	246
	TOTAL PERSONNEL	305,897	296,292	291,292	288,396	277,162
52001	OFFICE SUPPLIES	3,349	2,000	2,000	1,500	2,000
52003	WEARING APPAREL	112	80	80	75	40
52004	MINOR TOOLS & EQUIPMENT	1,397	2,500	2,500	1,500	2,150
52005	EDUC, TRAINING & SUPPLIES	158	-	-	-	150
52006	POSTAGE	14	50	50	10	20
52014	COMPUTER EQUIP RENTAL FEE	3,000	4,500	4,500	4,500	6,000
52016	CENTRAL GARAGE ALLOC	250	246	246	276	
52017	FUEL, OIL & LUBRICANTS	554	850	850	700	850
	TOTAL COMMODITIES	8,834	10,226	10,226	8,561	11,210
53002	INSURANCE	295	744	744	652	737
53004	SPECIAL SERVICES & LEGAL	2,950	10,000	11,231	3,000	5,000
53005	SERVICE AGREEMENTS/REPAIR	-	1,000	1,000	1,538	1,000
53007	CONFERENCE EXPENSE	4,350	1,500	1,742	4,200	2,000
53009	BLDG MAINTENANCE ALLOC	7,250	7,872	7,872	7,664	
53012	COMPUTER SERVICES ALLOC	28,687	34,711	34,711	49,626	
	TOTAL CONTRACTUAL SERVICES	43,532	55,827	57,300	66,680	8,737
54001	PRINTING & PUBLICATIONS	50	100	100	50	50
54002	DUES & SUBSCRIPTIONS	1,000	1,000	1,000	1,000	1,000
54003	TRAINING & TRAVEL	8,528	8,000	8,000	6,500	8,000
54005	VEHICLE ALLOWANCE - MILEAGE	79	100	100	100	250
	TOTAL OTHER SERVICES	9,657	9,200	9,200	7,650	9,300
75001	EQUIPMENT - COMPUTER	5,585	-	-	-	-
	TOTAL CAPITAL OUTLAY	5,585	-	-	-	-
	TOTAL EXPENDITURES	373,505	371,545	368,018	371,287	306,409

DESCRIPTION OF OPERATIONS

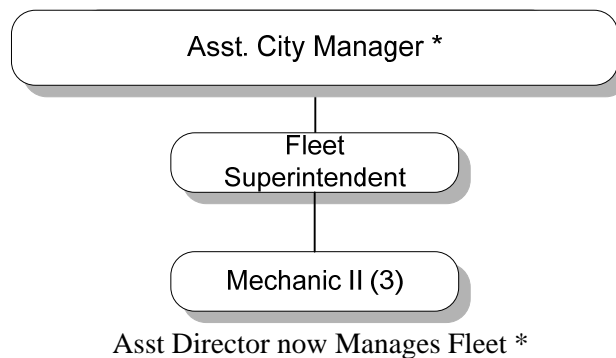
The Fleet Maintenance Division schedules and performs preventive maintenance and repairs for 464 vehicles and equipment on a regular basis. The mechanic to vehicle/equipment ratio is 154 to 1. The Fleet Maintenance Division is responsible for maintaining, operating, and managing the fuel delivery systems, at the Service Center and the Fuel Island located at Fire Station 4. The division is responsible for the maintenance, operations, and repair of the automated and manual car wash facility at the service center. The Division maintains and refuels the Emergency Generators located at City Facilities.

This Division is responsible for the repair and maintenance of various types of heavy equipment as well as minor tools and equipment. This Division provides emergency field assistance to City-owned vehicles and equipment that need unscheduled emergency repairs. This Division assists in maintaining, operating, and managing the Service Center and associated facilities.

The Fleet Maintenance Division annually evaluates all vehicles and equipment, using the Vehicle and Equipment Replacement Policy. This Division then makes recommendations thru the Fleet Status Report. The report gives information to all Divisions on the condition and recommended replacement year on each all piece of equipment.

The Fleet Maintenance Division is tasked with special design, fabrication and welding projects for other divisions.

The Fleet Maintenance Superintendent schedules and coordinates the Monthly Scheduled Maintenance Operations.



Total Full-Time Employees – 4

Asst. City Manager/Director/Asst Director is included in the PW Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
3,4	❑ Complete the development of the Policy and Procedure manual for Fleet Maintenance operations by June 30, 2015.
3,4	❑ Provide a training program for all levels of Fleet personnel to enable them to meet the qualifications and certifications for the changing technology and improvements to new and existing vehicles and equipment by March 30, 2015.
3,4	❑ Increase the number of fleet warranty repairs by 8% over the 2014 levels.
3,4	❑ Research and recommend fuel efficiency programs for the economic benefits, including: alternative fueled vehicles, existing vehicles/equipment for extended fuel economy and extended Preventive Maintenance intervals.
4	❑ Obtain 4 additional Automotive Service Excellence and 2 Emergency Vehicle Technician certifications within the division by March 30, 2015.
3,4	❑ Complete a Fleet Services Master Plan for Service Center improvements that meets current/upcoming Federal and State requirements for the fuel island operations and the State Air Quality Implementation Plan by June 30, 2015.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Fleet Superintendent	1	1	1	1	22
Mechanic II	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	10
Total Full-time Employees	4	4	4	4	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **FLEET MAINTENANCE**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-145**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Man hours to compile data to complete Fleet Report on Schedule	20.0	20.0	20.0	25.0
❑ Man hours to Reconcile parts inventory semiannually	10.0	10.0	10.0	15.0
❑ Police Patrol Preventive Maintenance Labor Hours per Job	2.0	1.5	1.5	1.25
❑ Fire Apparatus Preventive Maintenance Labor Hours per Job	4.0	3.8	3.5	3.4
❑ Non-Emergency Vehicles Preventive Maintenance Labor Hours per Job	1.4	1.5	1.3	1.2
❑ Repair Job Orders per Mechanic per Month	55.2	59.0	47.0	53.0
❑ Preventive Maintenance Job Orders per Mechanic per Month	17.0	16.0	13.0	14.0

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Vehicles maintained-Total	**159	**162	**162	*162
Public Safety	**97	**100	**100	**102
Other Departments	*62	*62	*62	*62
❑ Equipment Maintained-Total	*306	*306	*306	*306
Public Safety	*82	**82	**82	**82
Other Departments	*224	**224	**224	**224
❑ Total vehicles/equipment maintained	*465	**468	**468	**470
❑ Vehicle Preventive maintenance operation (job orders)	#800	#768	#600	#650
❑ Vehicle repair operations (job orders)	2,650	2,832	1,635	2,550
❑ Total Operations (job orders)	3,450	3,600	2,235	3,200
❑ Fixed equipment maintained	18	18	18	20
❑ Vehicles & Equipment using Extended Life Oil		155	159	165
❑ Vehicles Removed from Fleet Report still in service		13	13	15

* Changes in equipment classification resulted in more accurate inventory tracking but changes totals.

** Additions to Fleet changes totals for next fiscal year.
Vehicle & Equipment totals will be reduced after City Auction.

*** Completed Small Equipment inventory removing no longer used, auctioned and or missing items.

Extended life oil allows increased mileage between Preventive Maintenance intervals.

PUBLIC WORKS - FLEET MAINTENANCE

101-15-145

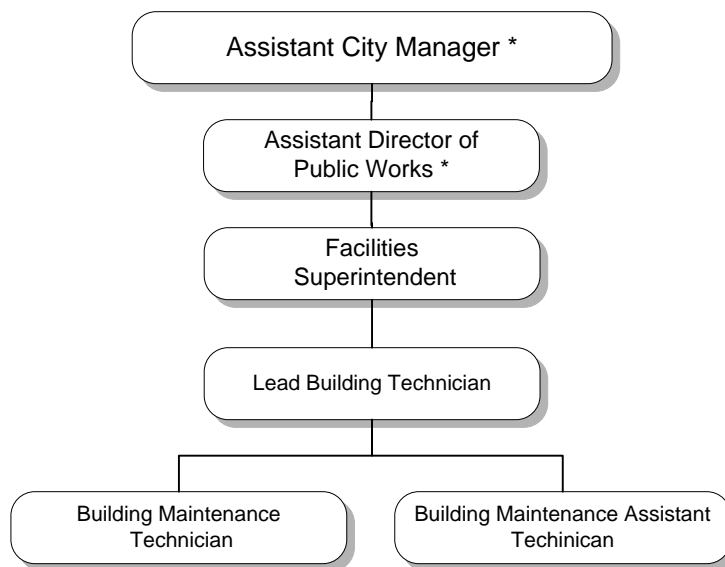
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES					169,728
51002	ADDITIONAL COMPENSATION					1,328
51004	OVERTIME					1,000
51301	LONG TERM DISABILITY					575
51302	TAXES, SOCIAL SECURITY					13,162
51303	HOSP-LIFE-DENT-VIS INS					36,481
51305	RETIREMENT					15,395
51306	WORKERS COMPENSATION					217
	TOTAL PERSONNEL	-	-	-	-	237,886
52001	OFFICE SUPPLIES					200
52002	MEALS & DRINKS					100
52003	WEARING APPAREL					2,000
52004	MINOR TOOLS & EQUIPMENT					14,500
52005	EDUC, TRAINING & SUPPLIES					500
52006	POSTAGE					50
52013	JANITORIAL SUPPLIES					400
52014	COMPUTER EQUIP RENTAL FEE					2,100
52015	FLEET RENTAL FEE					7,525
52017	FUEL, OIL & LUBRICANTS					26,000
52037	FLEET REPAIR COSTS					420,000
52060	PARTS-OVER/UNDER					2,000
	TOTAL COMMODITIES	-	-	-	-	475,375
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	400
53002	INSURANCE					88,378
53004	SPECIAL SERVICES & LEGAL					6,100
53006	RADIO REPAIR/MAINTENANCE					600
53034	SPECIAL PRODUCT DISPOSAL					2,500
53037	ELECTRIC UTILITIES					14,000
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	111,978
54001	PRINTING & PUBLICATIONS					50
54002	DUES & SUBSCRIPTIONS					4,000
54003	TRAINING & TRAVEL					500
	TOTAL OTHER SERVICES	-	-	-	-	4,550
75004	EQUIPMENT	-	-	-	-	9,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	9,000
	TOTAL EXPENDITURES	-	-	-	-	838,789

DESCRIPTION OF DIVISIONAL OPERATIONS

The Facilities Maintenance Division is charged with maintenance oversight of all City buildings consisting of around 220,541 Square Feet of building space with additional oversight of maintenance operations at the 25,000 square foot City Center Facility as well as the wastewater and ground surface water treatment facilities consisting of 9 buildings in the greater Missouri City area. The Division is responsible for keeping all mechanical systems fully operational and has implemented an aggressive Preventative Maintenance Program. The Facilities Superintendent oversees all contracts associated with the maintenance of building equipment and mechanical systems. The Building Maintenance staff assists other departments in setting up various municipal meetings, facilitating “emergency” janitorial responsibilities and addressing daily building issues and other emergencies.

The Facilities Superintendent requisitions equipment replacement or repair services on an as-needed basis. Whenever feasible, repairs are done in house. The Facilities Superintendent oversees the operation of the contract janitorial services. The Facilities Superintendent oversees the Technician assignments, Senate Bill-5/12 and House Bill 898 requirements, building improvements, upgrades and projects. The Facilities Superintendent is also responsible for managing the Fire, Sprinkler, and Elevator Inspections for the city buildings and for any necessary corrections.

The Facilities Maintenance Technicians perform building maintenance projects throughout the city hall complex, public safety headquarters (PSHQ), EOC courthouse, fire stations, public works, park facilities and the recreation building. The Building Maintenance Assistant Technician assists the technicians in facilitating their duties and responsibilities.



Total Full-Time Employees = 4

*Assistant City Manager & Assistant Director of Public Works are included in Public Works Administration Divisional Budget

STRATEGIES	DIVISIONAL OBJECTIVES
3, 4	Improve the quality and aesthetics of the Missouri City civic facilities while improving customer service through the use of Munis system. <ul style="list-style-type: none"> □ Implement improved preventative maintenance program. □ Implement improved customer service and expectations of internal customers.
4	Monitor and reduce, when possible, the energy usage of the buildings city wide at a minimum of 1%.
3, 4	Revise and implement the FY 14-15 Facilities Checklist for all Missouri City Buildings.
4	Complete the Facilities Maintenance schedule for preventative maintenance on time and perform at least 90% of the necessary repairs within budget allowances.
4	Implement the Building Maintenance safety program by September 2014.
3, 4	Provide an initial orientation and train at least 50% of the Facilities Maintenance staff on the use of the new work order system in MUNIS by March 2015.
3, 4	Continue orientation of staff to HVAC building automation system (Metasys) that is used to operate both EOC/Court Buildings and City Hall Complex and the Trane Tracer Convergence system at the new Recreation Center.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Facilities Superintendent	1	1	1	1	22
Lead Building Technician	1	1	1	1	13
Building Maintenance Technician	1	1	1	1	11
Building Maintenance Asst. Technician	0	1	1	1	5
Building Maintenance Caretaker	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Total Full-time Employees	4	4	4	4	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **FACILITIES/MAINTENANCE**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-15-146**

PERFORMANCE MEASURES

Facility Projects	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Electrical Utilities Yearly Usage	\$373,044	\$406,000	\$363,944	\$400,338
<input type="checkbox"/> KVA usage for all city facilities	N/A	N/A	1,463.82	1,521.77
<input type="checkbox"/> Number of hours to perform Preventative Maintenance in house on HVAC systems	329	339	339	355
<input type="checkbox"/> Number of budgeted supplemental requests completed	3	4	4	10
<input type="checkbox"/> Number of hours to update the Facility Maintenance Checklist FY 15 Completion	N/A	40	10	35
<input type="checkbox"/> Utility Consumption Costs (electric, gas, & water) per Gross Square Feet. O&M Benchmarks from IFMA Report #32 average \$/GSF for City/County Government is \$2.32/GSF & average for buildings operating 7 days/week is \$2.86/GSF. 8 of 15 buildings operate 7 days a week with several operating 24/7. Estimated current GSF is 212,148 GSF with new F.S. #5 is 220,541 GSF.	\$1.94/ GSF	\$2.06/ GSF	\$1.91/ GSF	\$2.10/ GSF
<input type="checkbox"/> Total Operating Costs (operation, janitorial, maintenance and utilities) per Rentable Square Foot. O&M Benchmarks from IFMA Report #32 average \$/RSF for City/County Government is \$6.73/RSF & average for buildings between ages 21-30 is \$7.45. Estimated current RSF is 197,000 with new F. S. #5 is 204,793 RSF.	\$6.56/ RSF*	\$6.17/ RSF*	\$6.42/ RSF*	\$6.42/ RSF*

* These numbers include the Tennis Court lighting as it shares the meter with the building.

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Number of requests for service completed by the Facilities Maintenance division. (July 2012– June 2013)*	323	375	297	400

* Please note that the amount of work orders does not represent all the work that FM completes. Facilities Maintenance performs special repair/remodel projects that are identified through a supplemental request. Some tasks are completed as needed/necessary as staff notes/discovers and handles on the spot.

PUBLIC WORKS - FACILITIES MAINTENANCE

101-15-146

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES					160,126
51002	ADDITIONAL COMPENSATION					1,988
51004	OVERTIME					4,000
51202	CELL PHONE ALLOWANCE					2,160
51301	LONG TERM DISABILITY					552
51302	TAXES, SOCIAL SECURITY					12,872
51303	HOSP-LIFE-DENT-VIS INS					39,763
51305	RETIREMENT					14,785
51306	WORKERS COMPENSATION					212
	TOTAL PERSONNEL	-	-	-	-	236,458
52001	OFFICE SUPPLIES					250
52002	MEALS & DRINKS					12,000
52003	WEARING APPAREL					1,880
52004	MINOR TOOLS & EQUIPMENT					6,500
52007	BLDG MAT'L/SUPPLIES & REPAIRS					102,999
52013	JANITORIAL SUPPLIES					3,850
52014	COMPUTER EQUIP RENTAL FEE					250
52015	FLEET RENTAL FEE					11,000
52017	FUEL, OIL & LUBRICANTS					15,400
	TOTAL COMMODITIES	-	-	-	-	154,129
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	2,500
53002	INSURANCE					85,105
53004	SPECIAL SERVICES & LEGAL					230,554
53007	CONFERENCE EXPENSE					2,995
53023	BUILDING REPAIRS					100,000
53032	GARBAGE COLLECTION	-				9,145
53037	ELECTRIC UTILITIES					432,257
53041	WATER UTILITIES					20,088
53046	GAS UTILITIES					15,000
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	897,644
54001	PRINTING & PUBLICATIONS					25
54002	DUES & SUBSCRIPTIONS					313
54003	TRAINING & TRAVEL					3,500
54005	VEHICLE ALLOWANCE - MILEAGE	-	-	-	-	100
	TOTAL OTHER SERVICES	-	-	-	-	3,938
75004	EQUIPMENT	-	-	-	-	47,500
	TOTAL CAPITAL OUTLAY	-	-	-	-	47,500
	TOTAL EXPENDITURES	-	-	-	-	1,339,669

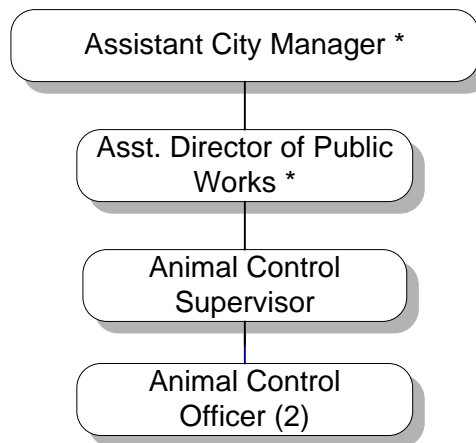
DESCRIPTION OF DIVISIONAL OPERATIONS

The City employs two full-time certified Animal Control Officers and one Animal Control Supervisor. With the utilization of three Animal Services trucks, Animal Services coverage is provided to all areas within the City and special patrol to any problem areas. Animal Services include impounding loose dogs and feral cats, addressing animal bite and dangerous dog cases, placing adoptable dogs and cats, working with animal rescue groups, investigate animal cruelty cases, and assist in controlling certain of wildlife.

The Division operates the animal shelter, the Adopt-a-Pet Program, works with various Rescue groups, and impounds animals when appropriate. The City of Stafford contracts with the City for the use and operation of the shelter.

The Division furnishes Missouri City residents with various animal traps for the capture of domestic and feral animals. The Division provides oversight of the Animal Services Advisory panel and hosts three public meeting annually.

All Animal Control Officers were re-certified as Animal Control Officers. The Missouri City Animal Shelter is a key partner and provides animals for adoption at the annual Ft Bend County's Mega Adoption Event.



Total Full-Time Employees = 3

*Asst. City Manager/Director and Assistant Director of Public Works are included in the Public Works Administration Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
1,3,4	<ul style="list-style-type: none"> Maintain an average response time of thirty minutes to Animal Services calls for service at least 95% of the time.
1,4	<ul style="list-style-type: none"> Provide customer service representation at least 4 days a week (20 hrs) at the Animal Shelter facility thru the use of a volunteer program, by December 31, 2014.
3,4	<ul style="list-style-type: none"> Host an “Adopt-a-Pet” event at least once per quarter to provide for at least a 10% increase in adoption rates and a marked increase in community awareness of pet ownership and responsibilities.
1,3,4	<ul style="list-style-type: none"> Host three Animal Services Advisory panel meetings and implement 80% of the recommendations by the panel by May 30, 2015.
3,4	<ul style="list-style-type: none"> Develop new standard operating procedures for vaccinations of adoptable animals by March 30, 2015.
3	<ul style="list-style-type: none"> Develop a Facebook page and incorporate at least one other social media avenue to promote adoptable pets, community awareness and a “did you know” information stream, by December 31, 2014.
3,4	<ul style="list-style-type: none"> Develop standard operating procedures for volunteer duties and responsibilities at the Animal Shelter by March 30, 2015.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Animal Control Officer	2	2	2	2	7
Animal Control Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	10
Total Full Time Employees	3	3	3	3	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: PUBLIC WORKS
DIVISION: ANIMAL SERVICES

FUNDING SOURCE: GENERAL FUND
FUND NUMBER: 101-15-148

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Number of hours to investigate a dangerous dog case per year	15	18	25	18
<input type="checkbox"/> Number of hours to respond to emergency calls per month	14	15	15	15
<input type="checkbox"/> Number of hours required to maintain certifications for each officer	10	10	10	10
<input type="checkbox"/> Number of hours to impound per animal (dog/cat/other)	2	2	2	2
<input type="checkbox"/> Number of volunteer hours logged per year	0	0	312	1,040

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Number of Animal Services Calls for Service	2,891	3,200	2,600	3,200
<input type="checkbox"/> Number of Impounds (dogs and cats)	861	1,200	910	1,200
<input type="checkbox"/> Number of Bite Cases Reported (includes dog on dog bites)	41	50	66	50
<input type="checkbox"/> Number of Euthanized Animals	576	650	600	540
<input type="checkbox"/> Number of Adoptions – Adopt-a Pet	25	50	30	50
<input type="checkbox"/> Number of Adoptions – Rescue Groups	140	180	160	180
<input type="checkbox"/> Number of students visited	52	75	120	130
<input type="checkbox"/> Number of Dangerous Dog Cases	4	6	2	4

PUBLIC WORKS - ANIMAL SERVICES

101-15-148

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	111,441	111,941	111,941	115,503	110,939
51002	ADDITIONAL COMPENSATION	2,100	2,280	2,280	2,032	2,128
51003	COMPENSATED ABSENCES	1,811		-	1,734	-
51004	OVERTIME	2,957	3,000	3,000	4,000	3,000
51202	CELL PHONE ALLOWANCE	1,604	1,620	1,620	1,624	1,620
51301	LONG TERM DISABILITY	341	376	376	372	385
51302	TAXES, SOCIAL SECURITY	8,293	9,091	9,091	8,601	9,004
51303	HOSP-LIFE-DENT-VIS INS	32,403	33,404	33,404	28,030	35,305
51305	RETIREMENT	6,264	7,160	7,160	4,817	10,322
51306	WORKERS COMPENSATION	1,985	2,107	2,107	1,566	148
	TOTAL PERSONNEL	169,199	170,979	170,979	168,279	172,851
52001	OFFICE SUPPLIES	-	100	125	150	150
52002	MEALS & DRINKS	-	-	18	18	25
52003	WEARING APPAREL	300	1,000	1,013	979	1,000
52004	MINOR TOOLS & EQUIPMENT	2,400	2,000	1,842	2,000	2,000
52006	POSTAGE	47	25	25	20	25
52007	BLDG MAT'L/SUPPLIES & REPAIRS	-	-	115	115	-
52013	JANITORIAL SUPPLIES	1,337	940	940	940	940
52014	COMPUTER EQUIP RENTAL FEE	150	225	225	225	200
52015	FLEET RENTAL FEE	3,718	5,578	5,578	5,578	5,375
52016	CENTRAL GARAGE ALLOC	4,719	3,551	3,551	3,984	
52017	FUEL, OIL & LUBRICANTS	10,275	15,650	15,650	14,100	15,640
52026	ANIM. CONTROL FOOD/SUPPLY	1,122	1,600	1,600	1,900	1,800
	TOTAL COMMODITIES	24,068	30,669	30,682	30,009	27,155
53002	INSURANCE	216	439	439	392	442
53004	SPECIAL SERVICES & LEGAL	7,615	8,400	8,400	8,400	8,400
53009	BLDG MAINTENANCE ALLOC	5,777	6,273	6,273	6,107	
53012	COMPUTER SERVICES ALLOC	2,621	3,237	3,237	4,628	
	TOTAL CONTRACTUAL SERVICES	16,229	18,349	18,349	19,527	8,842
54001	PRINTING & PUBLICATIONS	-	300	300	400	400
54003	TRAINING & TRAVEL	20	1,000	1,000	-	1,000
	TOTAL OTHER SERVICES	20	1,300	1,300	430	1,430
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	209,516	221,297	221,310	218,245	210,278

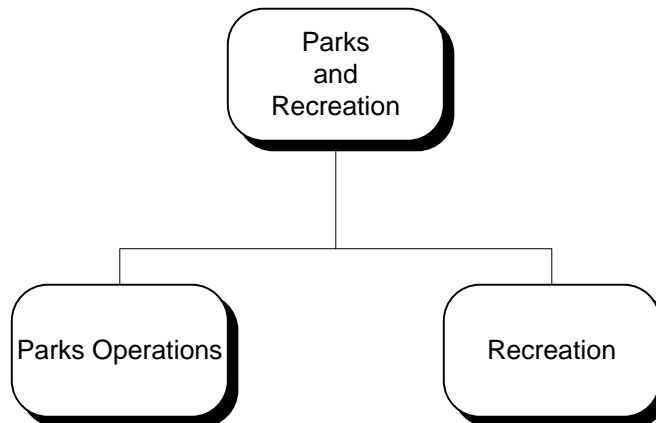
**DEPARTMENTAL
VISION STATEMENT**

To be known as a superior municipal parks and recreation department with model facilities and excellence in customer service delivery in the State of Texas

**DEPARTMENTAL
MISSION STATEMENT**

To acquire, develop program and maintain a superior parks and recreation system for all members of the community

PARKS AND RECREATION
<ul style="list-style-type: none">▪ Parks Operations▪ Recreation



FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

Parks Operations

- ☐ Updated Parks land use maps to provide an accurate account of park acres, trail acres, developed acres and other various categories describing types of maintenance performed on City properties. This allows for consistent, understandable, and visible records of these categories.
- ☐ Provided assistance to volunteers with tree plantings and pruning in parks, rights-of-way and City Complex and City properties.
- ☐ Completed replacement of Christmas lights with energy efficient LED lamps at the City Hall Complex.
- ☐ Played a vital role with logistics at 7 Recreation Division Special Events.
- ☐ Cleared brush, trees, and stumps, surveyed, trucked in fill dirt, graded, and installed a water meter for a 140ft. x 100ft. area at Buffalo Run Park for the Community Garden Project.
- ☐ Replaced the fencing, installed a tennis practice backboard, and installed a drinking fountain at McLain Park
- ☐ Held the first "Trash-Off" clean up event.
- ☐ Completed repairs to "Halfway House" in MacNaughton Park.
- ☐ Added exercise stations to the trail at Hunters Glen Park.
- ☐ Worked with Men for Change Organization and NAACP to develop a Community Garden.

Forestry/Horticulture

- ☐ Managed the task of watering over 350 newly planted trees.
- ☐ Conducted routine pruning at 20 park and right-of-way locations.
- ☐ Planted 82 trees as part of the Tree Challenge Program and the Memorial Tree Program.
- ☐ Planted 65 trees to the Edible Arbor Trail.
- ☐ Provided citizen education through Forestry website and presentations at 4 community associations.
- ☐ Provided an Arbor Day program at Southminster Elementary School and Scanlin Oaks Elementary.
- ☐ Issued 187 Household Hazardous Waste Vouchers for Recycling waste products.
- ☐ Worked with Scouts, Missouri City Green and other service organizations, generating 900 volunteer labor hours.
- ☐ Maintained 10 flower bed and decorative planter locations.
- ☐ Implemented 2 Hazardous Waste and E-Waste collection events diverting over 16,000 pounds of hazardous waste from area landfills and filling to capacity a large collection truck with E-Waste.

Recreation Division

- ☐ Won a Houston-Galveston Area Council Award for the Mayor's Youth Commission Special Needs Program.
- ☐ Received a special needs programming award from the ARC of Fort Bend Co.
- ☐ Monthly memberships broke the 1000 mark during the summer.
- ☐ Recreation and Tennis Center achieved 45% cost recovery, exceeded goal by 10%.
- ☐ Recreation division's cost recovery number was 35%.
- ☐ Community Park Lake was selected to be one of 15 sites in the state that are stocked through out the year with trout or catfish as a part of the Texas Parks and Wildlife Neighborhood Fishing Program.
- ☐ Worked with Communications Department to win 3rd place in the state in HEB Healthy Community Challenge.
- ☐ Hosted our first ever Missouri City "Ride of Pride" bike ride through the community.
- ☐ Increased our program offering for youth, and seniors.
- ☐ Conducted surveys at every special event and two surveys on membership, customer service and facility cleanliness – 94% Satisfaction Rating for Special Events and 91% Satisfaction Rating for the Recreation and Tennis Center.
- ☐ Provided an 8 hour customer service training for staff.

DEPARTMENTAL DESCRIPTION

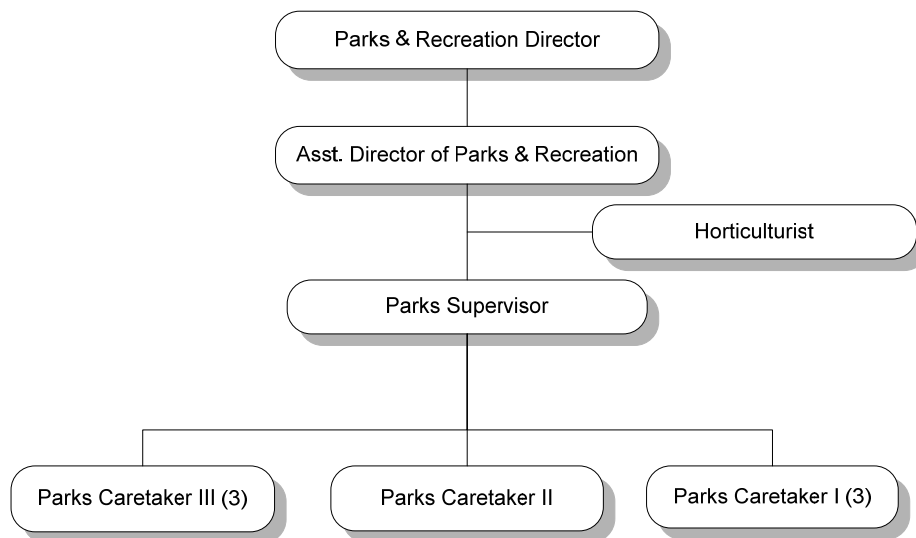
The Missouri City Parks and Recreation Department (MCPARD) is comprised of two separate divisional operations. The Parks Operations Division is responsible for the maintenance of grounds, the Recycling Center, playground equipment, trail system, athletic fields, park and picnic pavilions, park restrooms, lake properties, mowing contracts on numerous parks and right-of-ways within the city as well as all other park amenities and the various equipment and supplies that are critical to the proper maintenance of our Park System. Within the Parks Division is the City Horticulturist who manages all city planting efforts and numerous volunteer group programs. The Recreation Division is responsible for planning and implementing a diverse recreation and fitness program for the citizens of Missouri City. The Recreation Division has become known for offering some of the best and most widely attended special events in the area. The division facilitates adult and youth athletic leagues, manages and permits athletic field usage, facilitates park pavilion, auditorium and multi-purpose room rentals. The Recreation Division also operates the Recreation and Tennis Center consisting of 13 tennis courts, fitness/cardio room, gymnasium, aerobics/dance room, multi-purpose rooms, batting cages and a kid zone. The department also supports the many efforts of other municipal departments throughout the year as well as several community sponsored events.

STRATEGIES	DEPARTMENTAL GOALS
-------------------	---------------------------

- | | |
|---|--|
| 1 | <ul style="list-style-type: none"> Identify, develop, and maintain partnerships that will enhance services to the community. |
| 2 | <ul style="list-style-type: none"> Finalize design and process for development of Veterans Memorial. |
| 3 | <ul style="list-style-type: none"> Develop and maintain the urban forest of Missouri City and provide community education and environmental programs that will increase awareness of forestry issues. |
| 4 | <ul style="list-style-type: none"> To continually improve the efficiency, quality and aesthetics of the Missouri City civic facilities while improving internal customer service. |
| 5 | <ul style="list-style-type: none"> Manage all Department CIP and CDBG funds and projects. |
| 6 | <ul style="list-style-type: none"> Identify assets, needs, and wants then implement new revised Parks Master Plan. |

DESCRIPTION OF DIVISIONAL OPERATIONS

The Parks Operations Division is responsible for the maintenance and operation of all City parks and recreational facilities, turf maintenance on specific raised esplanades, rights-of-way, landscaped areas, forestry programs and projects, public facilities, and miscellaneous building maintenance tasks as well as other City projects as requested. This Division also accomplishes new construction and renovation of Park and Recreation facilities. The Parks Operations Division assists the Recreation Division in implementing numerous special events annually. The Parks Division also manages and operates the citywide Recycling Center and Tree Farms.



Total Full-Time Employees = 11

STRATEGIES	DIVISIONAL OBJECTIVES
1	<ul style="list-style-type: none"> Implement approved CIP Projects (Basketball court improvements, new bleachers and bleacher pads, security upgrades, beautification projects).
1	<ul style="list-style-type: none"> Acquire/develop additional parklands in accordance with NRPA standards and as identified in the Missouri City Master Plan.
1	<ul style="list-style-type: none"> Provide a safe and enjoyable parks system with unique opportunities for residents.
3	<ul style="list-style-type: none"> Develop and maintain the urban forest of Missouri City and provide community education regarding urban forestry issues with events such as Arbor Day.
3	<ul style="list-style-type: none"> Provide volunteers with opportunities which offer a meaningful work experience.
3	<ul style="list-style-type: none"> Conserve resources by utilizing volunteers, such as Missouri City Green and Men for Change, to support and strengthen staff.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Parks & Recreation	1	1	1	1	Uncl.
Assistant Director of Parks and Recreation	1	1	1	1	24
Administrative Assistant	1	0	0	0	10
Horticulturist	1	1	1	1	21
Park Supervisor	1	1	1	1	13
Park Caretaker III	3	3	3	3	8
Park Caretaker II	1	1	1	1	6
Park Caretaker I	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	3
Total Full Time Employees	12	11	11	11	

DEPARTMENT: **PARKS AND RECREATION**FUNDING SOURCE: **GENERAL FUND**DIVISION: **PARKS OPERATIONS**FUND NUMBER: **101-16-150****PERFORMANCE INDICATORS**

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Collect Parks trash and litter twice a week	80%	75%	80%	85%
❑ Inspect restrooms for cleanliness and needed repairs 3/week	70%	75%	80%	85%
❑ Respond to work requests within 3 days	82%	80%	85%	90%
❑ Annually provide 16 safety training hours per FTE	80%	85%	85%	90%
❑ Park Expenditure per acre (ICMA-\$2,075)	\$1,803	\$1,875	\$1,920	\$1,910
❑ Developed park acres per 1,000 population (ICMA-9.37)	5.85	5.85	5.85	5.71
❑ Park Expenditures per Capita (ICMA-\$20.95)	25.71	\$26.75	\$26.75	\$26.33
❑ Parks FTE (full time employee) per 100 acres of developed parkland	2.66	2.66	2.66	2.66

Note: (ICMA) International City Management Association

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Developed Park Acres	394.212	394.212	394.212	384.738
❑ Undeveloped Park Acres	566.593	566.593	523.603	543.933
❑ Acres of City Parkland	960.805	960.805	917.815	928.671
❑ Developed Trail Acres	101.908	101.908	101.908	101.908
❑ Undeveloped Trail Acres	26.372	26.372	26.372	26.372
❑ Acres of City Trails	128.280	128.280	128.280	128.280
❑ Total Acres Maintained	1,089.085	1,089.085	1,046.095	1,056.951
❑ In-house Mowing Acres	290.460	290.460	204.075	204.075
❑ Contracted Mowing Acres	333.131	333.131	355.643	355.643
❑ Contracted Ditch Mowing	78.117	78.117	76.772	76.772
❑ Total Mowing Acres	701.708	701.708	636.487	636.487
❑ Total Miles of Developed City Trails	14.14	14.14	14.14	14.14
❑ Park Pavilions				
Community Park Reservations	373	368	375	375
Community Park Participants	9,853	9,560	9,600	9,500
Ridgeview Park Registrations	142	165	150	150
Ridgeview Park Participants	1,800	2,000	1,850	1,900
Buffalo Run Park Registrations	232	225	230	230
Buffalo Run Park Participants	3,579	2,400	2,500	2,500
Hunter's Glen Park Registrations	89	82	85	85

===== **FY 2015 ANNUAL BUDGET** =====

Hunter's Glen Park Participants (special event use not included)	5,319	4,700	4,800	4,800
Community Park Participants	9,853	9,560	9,600	9,500
❑ Volunteer maintenance				
Adopt-A-Spot areas	12	12	12	12
Adopt-A-Roadway areas	16	16	16	16
❑ Work Orders Completed				
(* July 2011– June 30, 2012)	1,050	1,100	1,025	N/A
❑ Volunteer hours for Community Projects	500	600	900	700
(January 2013-December 2013)				

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

PARKS - ADMINISTRATION

101-16-150

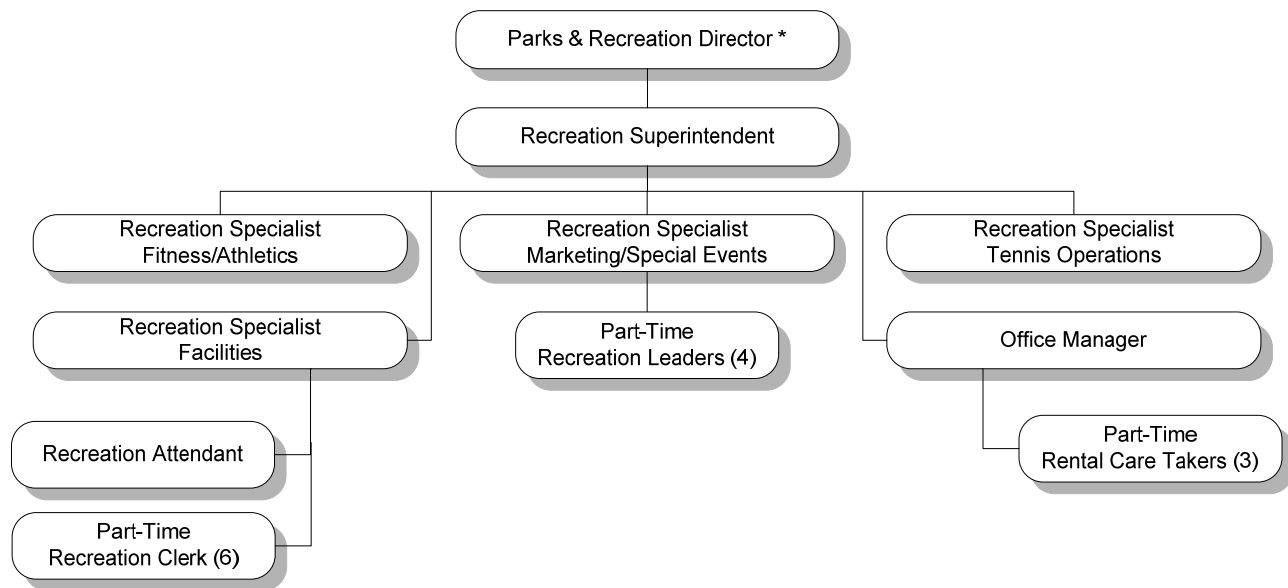
Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	496,332	497,125	497,125	505,496	484,802
51002	ADDITIONAL COMPENSATION	5,469	5,136	5,136	4,024	4,544
51003	COMPENSATED ABSENCES	789	-	-	4,242	-
51004	OVERTIME	21,405	17,450	17,450	17,450	17,450
51202	CELL PHONE ALLOWANCE	2,792	2,700	2,700	4,085	3,240
51301	LONG TERM DISABILITY	1,484	1,670	1,670	1,613	1,655
51302	TAXES, SOCIAL SECURITY	38,009	39,964	39,964	38,052	39,017
51303	HOSP-LIFE-DENT-VIS INS	113,407	117,172	116,744	99,326	112,678
51304	PRORATED HEALTH/DENT/VIS	412	-	428	648	-
51305	RETIREMENT	27,694	31,475	31,475	27,453	44,333
51306	WORKERS COMPENSATION	5,680	10,462	10,462	5,184	643
	TOTAL PERSONNEL	713,473	723,154	723,154	707,573	708,362
52001	OFFICE SUPPLIES	556	750	750	750	900
52002	MEALS & DRINKS	509	650	650	650	950
52003	WEARING APPAREL	5,088	5,000	5,000	5,000	5,000
52004	MINOR TOOLS & EQUIPMENT	10,884	10,000	10,000	10,000	14,000
52005	EDUC, TRAINING & SUPPLIES	89	300	300	300	500
52006	POSTAGE	53	100	100	100	100
52007	BLDG MAT'L/SUPPLIES & REPAIRS	163	100	400	400	400
52013	JANITORIAL SUPPLIES	7,325	6,300	6,300	6,300	6,300
52014	COMPUTER EQUIP RENTAL FEE	1,163	1,744	1,744	1,744	2,325
52015	FLEET RENTAL FEE	32,471	40,510	40,510	40,510	63,111
52016	CENTRAL GARAGE ALLOC	48,456	42,015	42,015	47,135	
52017	FUEL, OIL & LUBRICANTS	112,197	46,000	46,000	46,000	46,000
52019	DONATION PURCHASES	8,054	2,500	-	-	-
52025	PESTICIDE/HAZ-MAT CONTROL	13,869	16,000	16,000	14,000	16,000
52048	PARK MAT'L & SUPPLIES	65,210	65,000	64,790	65,000	75,500
52051	RECYCLING	192	1,000	1,000	500	500
52054	GRANT-HGAC HOUSEHLD WASTE	13,451	-	9,604	9,604	-
	TOTAL COMMODITIES	319,730	237,969	245,163	247,993	231,586
53001	MINOR EQUIP MAINT/RPR & RNT	3,364	8,000	8,000	9,000	9,500
53002	INSURANCE	15,859	21,455	21,455	21,455	20,764
53004	SPECIAL SERVICES & LEGAL	99,993	98,920	104,146	104,146	104,920
53007	CONFERENCE EXPENSE	1,440	3,000	3,000	2,000	3,090
53009	BLDG MAINTENANCE ALLOC	108,407	117,710	117,710	114,604	
53012	COMPUTER SERVICES ALLOC	23,444	27,337	27,337	39,084	
53032	GARBAGE COLLECTION	14,211	15,330	15,330	16,008	16,808
53036	CONTRACTOR HIRE - PARKS	236,412	283,000	283,000	298,538	256,053
53037	ELECTRIC UTILITIES	79,845	99,000	99,000	82,866	96,005
53038	STA-MO LEASE & OPERATION	65,441	85,440	85,735	75,000	80,000
53041	WATER UTILITIES	47,843	75,334	75,334	51,403	62,048
	TOTAL CONTRACTUAL SERVICES	696,259	834,526	840,047	814,104	649,188
54001	PRINTING & PUBLICATIONS	-	500	500	500	500
54002	DUES & SUBSCRIPTIONS	741	1,940	1,940	890	845
54003	TRAINING & TRAVEL	1,768	4,000	4,000	4,000	4,000
54005	VEHICLE ALLOWANCE - MILEAGE	-	-	-	-	-
	TOTAL OTHER SERVICES	2,509	6,440	6,440	5,390	5,345
75004	EQUIPMENT	-	-	-	-	4,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	4,000
	TOTAL EXPENDITURES	1,731,971	1,802,089	1,814,804	1,775,060	1,598,481

DESCRIPTION OF DIVISIONAL OPERATIONS

The Recreation Division is responsible for developing and implementing a wide variety of family oriented and multi-generational activities for the Missouri City community. The Division prides itself on providing excellence in customer service as well as diverse, affordable programs taught by qualified staff and/or instructors.

Our program offerings include: leisure programs, fitness activities, youth camps, and youth and adult athletic leagues. The division hosts and assists with over eight annual special events as well as grand openings, employee health fairs, and recreational events including; July 4th Festival, Snowfest, Snowfest Parade, Eggpolooza, Kidfish, Missouri City Clean up, Back to School Bash, Community Garage Sale, Dad & Daughter Dance and Tricks and Treats in the Park at Buffalo Run Park.

The Division coordinates the rental and usage of the Civic Auditorium, the Recreation and Tennis Center with two meeting rooms, a basketball court, tennis courts as well as park pavilions, and multiple athletic fields.



Total Full-Time Employees = 7
Part-Time Employees = 13 (varies seasonally),
Contract instructors do not affect personnel budget)

*Parks Director is included in Parks Divisional Budget

STRATEGIES	DIVISIONAL OBJECTIVES
3	<ul style="list-style-type: none"> Increase senior class offerings based on user feedback and senior committee recommendations.
4	<ul style="list-style-type: none"> Perform Quarterly Surveys of recreation participants.
4	<ul style="list-style-type: none"> Provide quality recreational activities for participants of all ages.
3	<ul style="list-style-type: none"> To increase our overall membership by 10% through programs, lessons, and classes.
4	<ul style="list-style-type: none"> To continue to pursue partnerships, donations and revenue sources that will provide other means of funding, better utilize resources and areas of expertise.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Recreation Superintendent	1	1	1	1	22
Recreation Supervisor	1	1	1	1	14
Recreation Specialist	3	3	3	3	12
Administrative Assistant	1	1	0	0	10
Office Manager	0	0	1	1	15
Recreation Attendant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>8</u>
Total Full-Time Employees	7	7	7	7	
Recreation Leaders	4	4	4	4	\$8.50/hr
Recreation Front Desk Attendants	6	6	6	6	\$8.50/hr
Rental Caretakers	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	\$12/hr
Total Part-Time Employees	13	13	13	13	

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **PARKS AND RECREATION**
DIVISION: **RECREATION**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-16-152**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Facilities Management – Membership totals (yearly avg.)	820	900	865	900
❑ Leisure Programs – No. of Classes & Camps	230	250	250	250
❑ Athletics – # of Participants – using our fields				
Adult & Youth	618	650	657	650
❑ Athletic Events = Clinics/Tournaments	18	23	35	35
❑ Special Events – No. of Events	18	18	22	20
❑ Recreation Cost Recovery	33%	35%	38%	35%
❑ Recreation Expense per Capita (ICMA avg. = \$24.56)	\$12.84	\$15.75	\$16.77	\$17.05
❑ Customer Service Satisfaction Rating Special Events	N/A	94%	94%	95%
❑ Customer Service Satisfaction Rating Recreation Center	N/A	91%	91%	95%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Civic Auditorium (includes “in house” uses)				
Reservations	189	200	215	210
Participants + classes & elections in auditorium	4,372	5,000	5,000	5,250
Weight Room Attendance	34,739	N/A	36,000	37,500
Gymnasium Attendance	30,114	N/A	32,000	34,500
Tennis Court Usage	19,684	N/A	22,000	23,500

GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM

PARKS - RECREATION

101-16-152

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	197,099	285,748	285,748	301,438	303,065
51002	ADDITIONAL COMPENSATION	1,937	1,152	1,152	1,116	1,448
51003	COMPENSATED ABSENCES	414	-	-	-	-
51004	OVERTIME	15,630	13,000	13,000	34,000	15,500
51101	PART TIME: 20-29 HOURS	25,224	92,200	-	-	-
51102	PART TIME: LESS THAN 20 HR	48,091	11,000	103,200	108,371	114,386
51202	CELL PHONE ALLOWANCE	2,628	3,240	3,240	3,209	3,240
51301	LONG TERM DISABILITY	614	960	960	952	1,034
51302	TAXES, SOCIAL SECURITY	21,813	31,085	31,085	33,679	33,479
51303	HOSP-LIFE-DENT-VIS INS	31,594	62,256	62,256	49,880	57,982
51304	PRORATED HEALTH/DENT/VIS	208	-	-	-	-
51305	RETIREMENT	11,513	18,101	18,101	17,884	27,698
51306	WORKERS COMPENSATION	1,266	637	637	2,354	551
	TOTAL PERSONNEL	358,031	519,379	519,379	552,883	558,383
52001	OFFICE SUPPLIES	3,190	2,000	2,472	2,472	2,500
52002	MEALS & DRINKS	423	600	128	128	1,000
52003	WEARING APPAREL	162	750	750	-	750
52004	MINOR TOOLS & EQUIPMENT	22,020	15,000	18,380	19,000	18,550
52005	EDUC, TRAINING & SUPPLIES	-	-	-	125	-
52006	POSTAGE	168	1,500	1,500	40	1,500
52007	BLDG MAT'L/SUPPLIES & REPAIRS	493	3,000	2,620	500	3,000
52008	IDENTIFICATION SUPPLY/FIL	-	600	600	-	600
52013	JANITORIAL SUPPLIES	3,439	3,500	3,500	3,500	3,500
52014	COMPUTER EQUIP RENTAL FEE	2,516	3,774	3,774	3,774	5,032
52015	FLEET RENTAL FEE	1,717	3,425	3,425	3,425	4,567
52016	CENTRAL GARAGE ALLOC	1,395	1,377	1,377	4,000	-
52017	FUEL, OIL & LUBRICANTS	1,017	2,000	2,000	1,000	1,200
52048	PARK MAT'L & SUPPLIES	45	-	-	-	-
52049	RECREATIONAL ACTIVITIES	96,960	92,000	133,350	133,350	57,200
52050	SPECIAL EVENTS	86,810	105,000	131,459	131,459	120,500
52052	MAYOR'S YOUTH COMMISSION	3,256	2,000	2,000	2,500	4,100
	TOTAL COMMODITIES	223,611	236,526	307,335	305,273	223,999
53001	MINOR EQUIP MAINT/RPR & RNT	541	-	-	-	-
53002	INSURANCE	325	741	741	741	779
53004	SPECIAL SERVICES & LEGAL	24,735	15,300	15,300	15,500	17,500
53005	SERVICE AGREEMENTS/REPAIR	1,128	-	-	-	-
53007	CONFERENCE EXPENSE	2,583	2,000	2,000	2,000	2,000
53008	TELEPHONE	92	-	-	-	-
53009	BLDG MAINTENANCE ALLOC	201,634	218,939	218,939	213,161	-
53010	OTHER/MISC	-	-	-	-	-
53012	COMPUTER SERVICES ALLOC	41,793	50,538	50,538	72,254	-
53039	WELLNESS PROGRAM	2,261	3,000	-	-	3,000
53071	CONTRACT INSTRUCTOR PAY	-	-	-	-	60,000
	TOTAL CONTRACTUAL SERVICES	275,092	290,518	287,518	303,656	83,279
54001	PRINTING & PUBLICATIONS	912	5,000	5,000	3,000	5,000
54002	DUES & SUBSCRIPTIONS	2,778	3,000	3,000	2,000	4,235
54003	TRAINING & TRAVEL	4,139	6,000	6,000	4,000	6,000
54005	VEHICLE ALLOWANCE - MILEAGE	41	150	150	150	150
54006	OTHER EXPENSES	-	-	-	-	-
	TOTAL OTHER SERVICES	7,870	14,150	14,150	9,150	15,385
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	864,604	1,060,573	1,128,382	1,170,962	881,046

**DEPARTMENTAL
VISION STATEMENT**

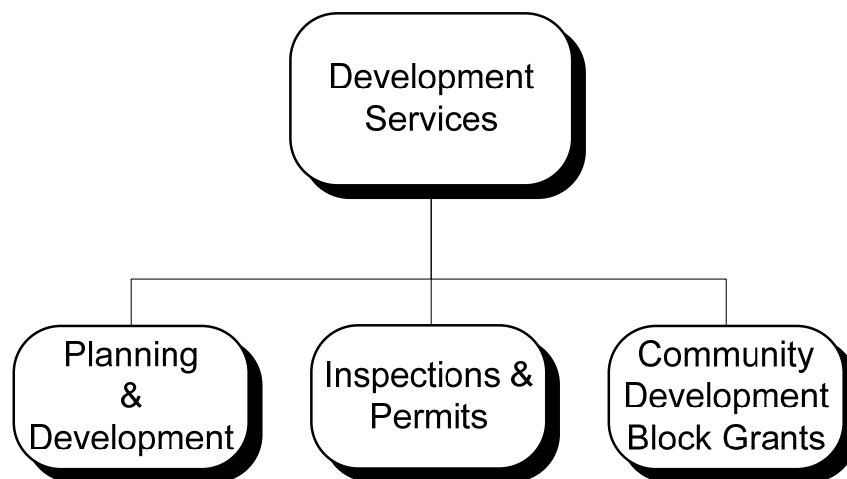
To effectively and efficiently guide development and redevelopment activities to further enhance a community character to encourage strong neighborhoods and commercial vitality.

DEPARTMENTAL MISSION STATEMENT

To provide superior customer service utilizing a responsive and predictable decision-making process through the efficient use of resources.

DEVELOPMENT SERVICES

- Planning & Development
- Permits and Inspections
- CDBG *



* Community Development Block Grant is included in Special Revenue Fund.

FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

- The Infrastructure Design Manual was updated with input from the development community.
 - The new official FEMA flood plain map was adopted.
 - Willow Waterhole drainage area study was completed.
 - Members of the department are participating in cohesive teamwork meetings to assist Development Services and Public Works to form a stronger team through Communication, Collaboration and Cohesion.
 - Participated in the development of the plan for the extension of Vicksburg Blvd. in coordination with Fort Bend County, and MUDs 47 and 48.
 - The initial development of Sienna South was begun with Sienna Village of Destrehan.
 - Coordinated with Communications Department to create a video to help educate sign companies on compliance with our sign regulations.
 - Adoption of Zoning Text Amendments related to Pawn Shops and Pay Day Lenders.
 - A schedule for the process of conducting the 5-year review of the Comprehensive Plan was developed.
 - The Ninth Amendment to the Sienna Plantation Development Agreement was approved.
-
- Permits and Inspections and Public Works established a more uniform method to review and issue Major Construction Improvement (MCI) permit applications.
 - Hired two new inspectors for two vacant positions and one PSR for one vacant position
 - Continued training for PSRs to provide customer assistance relating residential plan review to allow the Inspectors more time for field inspections.
 - Continued PSR training to allow residential Fire Code plan review to eliminate forwarding construction plans to the Fire Marshal, providing more of a “One Stop Shop.”
 - Provided Inspectors with training opportunities (Building Professionals Institute seminar on plan review and inspection issues; ICC training on Energy Code; Texas Health Department training; National Electrical Code training) to assist in the performance of their duties.
 - One substandard structure in the City was resolved by owner action and one was demolished by the City.
 - Prepared the conversation documents and tables, created workflow and documents to allow migration from the AS400 to the Tyler MUNIS software for enhanced record keeping and reporting.
 - Created and made available standard construction handouts to reduce the customer wait time for obtaining general information.
 - Each PSR has been crossed trained in overall aspects of the permit process, inspection codes and understanding the general information relating plan review and field inspections to provide excellent customer service.
 - Building inspections have reduced Fire involvement in the Certificate of Occupancy process eliminating same multiple inspections by two departments.
 - Health Inspector crossed trained to follow up on restaurant code violations found by building/ fire inspectors and eliminating multiple same inspections by the two departments.
 - Cross trained one PSR with Health Inspector for clerical and working toward possible certifications in food service process.
 - Several construction guideline/handouts were developed to assist trades with building construction information.
-
- Developed the CDBG Annual Action Plan for 2014 under the direction of the Community Development Advisory Committee
 - Revised the application and cover letter for the CDBG Housing Rehabilitation program, the Section 3 policy, and the City’s procurement policies, practices and procedures
 - 5th Ward Redevelopment Corporation improved the homes of 13 residents through the CDBG Housing Rehabilitation program.

DEPARTMENTAL DESCRIPTION

The Development Services Department is charged with managing growth and promoting desired orderly development and redevelopment activities to ensure the safety of all citizens through the protection of life and property. Successful implementation of these activities retains property values, encourages commercial development and ensures the public health, welfare & safety of our citizens.

The Director of Development Services, appointed by the City Manager and confirmed by City Council, is responsible for the oversight and direction of the three divisions: the Planning and Development Division; the Permits and Inspections Division; and the Community Development Block Grant program. To assist the Director of Development Services with the day to day operations, the Planning and Development Division reports to the Director of Development Services. The Permits and Inspection Division is supervised by the Chief Building Official.

The Development Services Department provides outreach to the community through attendance at Homeowner Association meetings; meetings with developers, engineers, and architects to explain regulations and discuss proposed development and construction; and participation in the Junior Achievement program and other educational programs in the community.

The Development Services Department is responsible for coordinating and overseeing all development activity within the City by developing and maintaining the City's Comprehensive Plan and administering land use regulations (zoning and subdivision). This is accomplished through the plan review, permitting, and inspection of all residential and nonresidential construction that occurs within the City in conjunction with the enforcement of health, nuisance, and property maintenance, and technical codes.

STRATEGIES	DEPARTMENTAL GOALS
1,2,3,4	<ul style="list-style-type: none"> Revise the predevelopment meeting agenda and materials to assure uniformity and that each developer is provided accurate information relating to the development process.
1,3	<ul style="list-style-type: none"> Revise the CDBG program policies and procedures to be consistent with federal regulations.
1,2,3	<ul style="list-style-type: none"> Lead the process for the 5-year Comprehensive Plan review.
1,2,3	<ul style="list-style-type: none"> Participate in the development of the implementation plan for Texas Parkway Redevelopment.
1,2,3	<ul style="list-style-type: none"> Develop a plan for the future development of the area east of Community Park, north of Lake Olympia Parkway and west of the Fort Bend Parkway.
4	<ul style="list-style-type: none"> Provide support to assist other departments' planning, building and information functions.
2,3	<ul style="list-style-type: none"> Utilize third party reviewing firm to complete reviews within established guidelines.
1,4	<ul style="list-style-type: none"> Abate sub-standard structures within one year in accordance with the City's Codes.
1,2,3,4	<ul style="list-style-type: none"> Increase the awareness of departmental activities and services through the continued development of informational clips to run on MCTV and through community involvement with HOAs and schools.
3,4	<ul style="list-style-type: none"> Improve the health inspection scores for restaurants through enhanced inspections and education.
2,3,4	<ul style="list-style-type: none"> Improve the development, plan review, permit and inspection process to provide greater convenience to the customers, including utilizing a digital plan review process to provide more specific feedback and comments to the developers.
3,4	<ul style="list-style-type: none"> Provide training opportunities for department members to enhance the service delivery to the public.
2,3,4	<ul style="list-style-type: none"> Coordinate with Legal and Fire & Rescue in the adoption of the 2015 technical codes.
2,3,4	<ul style="list-style-type: none"> Develop training for the staff and contractors for the 2015 technical codes.

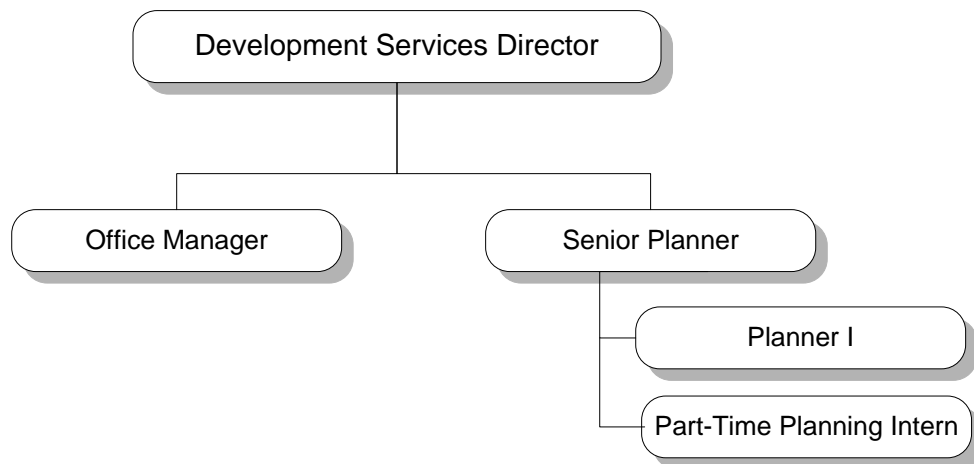
DESCRIPTION OF DIVISIONAL OPERATIONS

The Director of Development Services is appointed by the City Manager and confirmed by City Council and is responsible for the direction of the Planning and Development Division, the Permits and Inspections Division, and the Community Development Block Grant program.

The Planning and Development Division is responsible for the establishment, maintenance, and implementation of the comprehensive plan. Through the implementation of the plan, the Division is charged with creating, administering, and enforcing land use regulations including both the zoning and subdivision ordinances. In addition, this division provides technical assistance and coordinates the meetings of the Planning and Zoning Commission and the Zoning Board of Adjustment. The Planning Division processes applications for rezoning and subdividing property and presents analyses and recommendations to the Planning and Zoning Commission and City Council.

Through the CDBG program the City implements the National Objectives of the U.S. Department of Housing and Urban Development, including improving safety and livability of neighborhoods, increasing access to quality facilities and services, revitalizing deteriorating neighborhoods, and conserving energy resources.

The Division conducts special studies as needed and maintains the City's population estimates.



Total Full-Time Employees = 4
Total Part-Time Employees = 1

STRATEGIES	DIVISIONAL OBJECTIVES
1,2,3,4	<ul style="list-style-type: none"> Conduct the 5-year review of the comprehensive plan and revise the zoning ordinance, subdivision ordinance, and land use plan to reflect the current goals of the City.
1,2,3,4	<ul style="list-style-type: none"> Revise the predevelopment meeting agenda and materials to assure uniformity and that each developer is provided accurate information relating to the development process.
1,2	<ul style="list-style-type: none"> Provide prompt response to inquires about developments and complete building and architectural reviews within the ten business day review period.
1,3,4	<ul style="list-style-type: none"> Continue community education efforts by conducting planning workshops with local schools, civic, Junior Achievement, and HOA organizations and develop a community education component of the Comprehensive Plan review process.
4	<ul style="list-style-type: none"> Provide training for staff to provide expertise necessary for optimum customer service.
1,2,3	<ul style="list-style-type: none"> Participate in the development of the implementation plan for Texas Parkway Revitalization.
1,2,3	<ul style="list-style-type: none"> Develop a plan and zoning actions for the future development of the land east of Community Park, north of Lake Olympia Parkway and west of the Fort Bend Parkway.

PERSONNEL SCHEDULE					
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Development Services	1	1	1	1	Uncl.
Assistant City Engineer	1	1	1	0	22
Senior Planner	1	1	1	1	22
Planner I	1	1	1	1	12
Administrative Assistant	1	1	0	0	<u>10</u>
Office Manager	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>15</u>
Total Full-Time Employees	5	5	5	4	
Part-Time Planning Intern	1	1	1	1	\$12/hr

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **DEVELOPMENT SERVICES**
DIVISION: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-17-160**

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Meet with developers, etc., within 72 hrs. from the date of request.	97%	100%	97%	100%
❑ Perform/coordinate initial architectural plan reviews, provide comprehensive initial comments within 5 days, & subsequent comments within 2 days.	85%	85%	87%	85%
❑ Perform/coordinate building permit plan reviews, provide comprehensive initial comments within 10 days, and subsequent comments within 5 days.	85%	90%	87%	85%
❑ Perform requested zoning inspections within 1 day from date of request if desired.	98%	95%	97%	98%

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Zoning District Map Amendments General	2	2	4	3
Planned Developments	9	5	13	10
Specific Use Permits	5	3	4	3
❑ Zoning Ordinance Text Amendments	5	3	9	4
❑ Zoning Variance Requests	1	1	1	1
❑ Subdivision Ordinance Text Amendments	0	1	1	1
❑ Conceptual Plan Reviews	4	2	5	5
❑ Preliminary Plat Reviews	29	20	12	11
❑ Final Plat Reviews	33	30	15	12
❑ Amending Plats/Replats	6	5	7	7
❑ Plat Extensions	0	1	1	1
❑ Park Land Dedication Proposals Considered by P&Z	2	2	5	5
❑ Architectural Design & Building Permit Reviews	173	175	141	155
❑ Major Plan Adoptions/Revisions	3	2	3	2
❑ DAs & SPAs & Amendments	300 hrs	300 hrs	300 hrs	200 hrs
❑ Zoning/ Architectural Design/ Weekly Field Inspections		60	103	90
❑ Pre-Development Meetings	67	90	105	95
❑ CDBG Plans (Consolidated Plan and Annual Action Plan)	2	2	4	3

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

DEVELOPMENT SERVICES - PLANNING

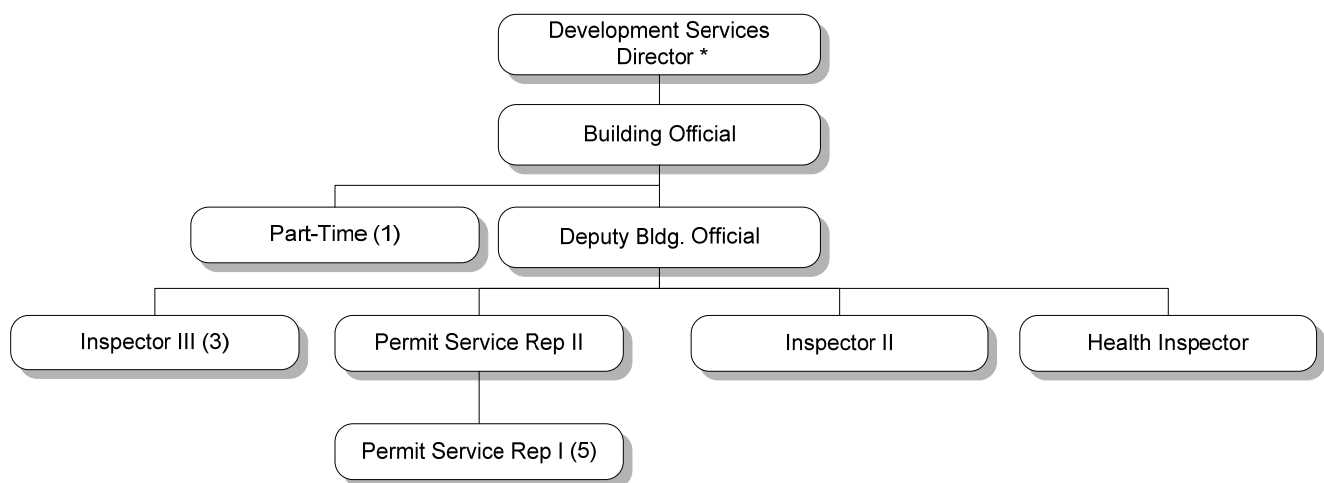
101-17-160

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	293,125	329,037	329,037	328,157	247,021
51002	ADDITIONAL COMPENSATION	1,413	1,920	1,920	1,980	1,932
51004	OVERTIME	668	1,000	1,000	1,000	1,000
51102	PART TIME:LESS THAN 20 HR	-	-	-	-	10,490
51201	CAR-CLOTHING ALLOWANCE	1,805	1,800	1,800	2,945	3,000
51202	CELL PHONE ALLOWANCE	2,334	2,700	2,700	2,708	3,240
51301	LONG TERM DISABILITY	891	1,106	1,106	1,044	854
51302	TAXES, SOCIAL SECURITY	21,901	25,739	25,739	24,622	20,319
51303	HOSP-LIFE-DENT-VIS INS	36,030	36,385	36,385	31,600	29,623
51305	RETIREMENT	15,669	22,079	22,079	17,307	22,870
51306	WORKERS COMPENSATION	975	574	574	1,115	335
	TOTAL PERSONNEL	374,811	422,340	422,340	412,478	340,684
52001	OFFICE SUPPLIES	3,598	4,000	4,000	3,000	3,500
52002	MEALS & DRINKS	168	400	400	300	400
52003	WEARING APPAREL	251	120	120	-	-
52004	MINOR TOOLS & EQUIPMENT	681	750	750	-	400
52005	EDUC, TRAINING & SUPPLIES	1,222	1,000	400	400	600
52006	POSTAGE	747	1,300	1,300	1,000	6,300
52014	COMPUTER EQUIP RENTAL FEE	4,214	6,321	6,321	6,321	8,429
52015	FLEET RENTAL FEE	750	1,125	1,125	1,125	1,500
52016	CENTRAL GARAGE ALLOC	620	168	168	188	-
52017	FUEL, OIL & LUBRICANTS	305	1,000	1,000	500	-
	TOTAL COMMODITIES	12,556	16,184	15,584	12,834	21,129
53002	INSURANCE	1,287	2,371	12,371	12,220	2,443
53004	SPECIAL SERVICES & LEGAL	532	4,200	5,200	4,000	125,200
53007	CONFERENCE EXPENSE	1,343	3,000	3,000	2,500	3,000
53009	BLDG MAINTENANCE ALLOC	26,167	28,413	28,413	27,663	
53012	COMPUTER SERVICES ALLOC	34,802	25,179	25,179	35,998	
	TOTAL CONTRACTUAL SERVICES	64,131	63,163	74,163	82,381	130,643
54001	PRINTING & PUBLICATIONS	4,336	3,500	4,100	5,000	13,000
54002	DUES & SUBSCRIPTIONS	2,458	5,200	5,200	5,300	5,200
54003	TRAINING & TRAVEL	4,373	4,100	4,100	4,100	4,100
54005	VEHICLE ALLOWANCE - MILEAGE	518	150	150	50	50
	TOTAL OTHER SERVICES	11,685	12,950	13,550	14,450	22,350
75001	EQUIPMENT - COMPUTER	-	-	-	-	-
75002	INFORMATION SYSTEMS	-	-	-	-	-
75003	COMPUTER SOFTWARE	-	-	-	-	-
75004	EQUIPMENT	-	-	-	-	-
75005	EQUIPMENT - OFFICE	-	-	-	-	-
75006	VEHICLES	-	-	-	-	-
77007	OTHER / MISCELLANEOUS	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	463,183	514,637	525,637	522,143	514,806

DESCRIPTION OF DIVISIONAL OPERATIONS

The Chief Building Official reports to the Director of Development Services and directly supervises the Permits and Inspection Division. The Building Official offers support in all aspects of division responsibilities. The Division reviews all construction plans, and issues all building, plumbing, electrical, mechanical, health and other major construction permits. Prior to issuing permits, Division staff ensures that all contractors doing work in Missouri City are licensed and / or registered locally or by the State of Texas. The Division is also responsible for providing information to the general public regarding building setbacks, building code requirements, and business occupancy requirements. The Division's Commercial Plans Examiner coordinates review of all commercial plans through the Planning, Fire, and Public Works departments to ensure all private developers of a thorough review of their projects. The Building Official is also designated to review flood plain survey forms for new construction and also provides support backup to the City Flood Plain Administrator when needed.

The Health Inspector protects the health and safety of the public through enforcement of state and local health codes, and by inspecting all food establishments to assure proper handling, storage, and preparation of food being offered for consumption. The inspector reviews the plans for all new food establishments, performs pre-opening inspections of all new food establishments, and facilitates food protection management training for all food establishments.



Total Full-Time Employees = 13

Total Part-Time Employees = 1

*Development Services Director is included in Planning & Development Divisional Budget.

STRATEGIES	DIVISIONAL OBJECTIVES
2,3,4	<ul style="list-style-type: none"> Coordinate with Legal and Fire & Rescue in the adoption of the 2015 technical codes.
2,3,4	<ul style="list-style-type: none"> Develop training for the staff and contractors for the 2015 technical codes.
1,2,3,4	<ul style="list-style-type: none"> Provide training opportunities for all staff to insure knowledge and skills to provide optimum customer service.
3,4	<ul style="list-style-type: none"> Train staff and develop user manual for the use of the new MUNIS software.
1,2,3,4	<ul style="list-style-type: none"> Implement at least one new process/procedure for electronic plan reviews that will increase the plan review process efficiency.
1,2,4	<ul style="list-style-type: none"> Ensure Certificates of Occupancy are issued with all relevant approvals 100% of the time.
1,2,3,4	<ul style="list-style-type: none"> Continue training process to qualify Building Inspectors to provide Fire Code plan review and inspections, thereby centralizing the plan review and inspection functions in Development Services to further establish a “One point of contact” for a more complete plan review and inspection process.
1,2,4	<ul style="list-style-type: none"> Produce and publish the Inspector / Builder newsletter, once a quarter and distribute via the front counter and email.
2,4	<ul style="list-style-type: none"> Develop a tiered system of plan review, with the fees based upon the time requested for review completion.
1,2,3	<ul style="list-style-type: none"> Abate sub-standard structures in accordance with the City’s Codes.
3,4	<ul style="list-style-type: none"> Improve the health inspection scores for restaurants through enhanced inspections and education.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Building Official	1	1	1	1	23
Deputy Building Official	1	1	1	1	22
Commercial Plans Examiner	0	1	1	1	14
Inspector III	3	3	3	3	13
Inspector II	1	1	1	1	12
Health Inspector	1	1	1	1	10
Permit Service Representative II	1	1	1	1	09
Permit Service Representative I	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	06
Total Full Time Employees	13	13	13	13	
Part-Time Employee (Data Entry)	1	1	1	1	\$8/hr.

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **DEVELOPMENT SERVICES**
DIVISION: **INSPECTIONS & PERMITS**

FUNDING SOURCE: **GENERAL FUND**
FUND NUMBER: **101-17-162**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Process alarm permits within 24 hours after receipt of applications and renewals	95%	95%	85%	90%
<input type="checkbox"/> Review commercial projects within 10 working days	95%	90%	85%	90%
<input type="checkbox"/> Review residential projects within 5 working days	90%	90%	85%	90%
<input type="checkbox"/> Additional cross-discipline Inspector Certifications	4	5	3	5
<input type="checkbox"/> Process residential rental registration within 24 hours after receipt of applications and renewals	95%	95%	95%	95%
<input type="checkbox"/> Same day inspections for requests before 7:00 AM	95%	90%	90%	90%
<input type="checkbox"/> Complete health inspections on food establishments 2 times/year	85%	90%	85%	90%
<input type="checkbox"/> Plan review all new food establishments within 10 working days	90%	95%	95%	95%
<input type="checkbox"/> For inspections scheduled before 7 a.m., perform 95% during the same business day	90%	95%	95%	95%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Building permits	2,830	2,200	2,800	2,800
<input type="checkbox"/> Air Condition permits	398	460	500	500
<input type="checkbox"/> Plumbing permits	615	610	640	650
<input type="checkbox"/> Electrical permits	202	230	265	265
<input type="checkbox"/> Pool permits	66	65	65	65
<input type="checkbox"/> Sign permits	250	210	240	240
<input type="checkbox"/> Fire permits	174	210	230	230
<input type="checkbox"/> MCI permits	134	105	100	100
<input type="checkbox"/> Change of occupant	94	115	120	120
<input type="checkbox"/> Contractor registrations	1,193	1,200	1,250	1,275
<input type="checkbox"/> Certificate of occupancy issued	315	410	500	450
<input type="checkbox"/> Inspections performed	14,220	14,500	15,000	15,000
<input type="checkbox"/> Commercial plans reviewed	329	230	340	330
<input type="checkbox"/> Residential plans reviewed	508	460	500	500
<input type="checkbox"/> Health permits	297	288	300	310
<input type="checkbox"/> Health inspections performed	525	525	600	625
<input type="checkbox"/> Residential rental registrations processed	N/A	585	610	600

===== **CITY OF MISSOURI CITY** =====

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

DEVELOPMENT SERVICES - INSPECTIONS

101-17-162

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES	496,032	534,207	534,116	560,407	515,893
51002	ADDITIONAL COMPENSATION	4,166	5,304	5,304	4,111	4,543
51003	COMPENSATED ABSENCES	928	-	-	2,512	-
51004	OVERTIME	3,467	6,000	6,000	6,000	6,000
51102	PART TIME:LESS THAN 20 HR	-	-	-	-	10,490
51202	CELL PHONE ALLOWANCE	4,460	3,780	3,780	5,455	4,320
51301	LONG TERM DISABILITY	1,537	1	1	1,874	1,763
51302	TAXES, SOCIAL SECURITY	37,377	1	1	42,295	41,405
51303	HOSP-LIFE-DENT-VIS INS	89,127	117,022	117,022	96,711	115,116
51304	PRORATED HEALTH/DENT/VIS	14	-	-	471	-
51305	RETIREMENT	26,641	1	1	29,973	47,228
51306	WORKERS COMPENSATION	1,615	1,916	1,916	1,367	682
	TOTAL PERSONNEL	665,364	668,232	668,141	751,176	747,440
52001	OFFICE SUPPLIES	2,416	3,500	3,500	3,000	3,500
52002	MEALS & DRINKS	71	100	100	50	100
52003	WEARING APPAREL	1,454	2,550	2,550	1,900	2,550
52004	MINOR TOOLS & EQUIPMENT	227	350	550	600	550
52005	EDUC, TRAINING & SUPPLIES	1,102	5,000	5,000	2,500	5,000
52006	POSTAGE	1,751	3,500	2,888	2,500	3,000
52008	IDENTIFICATION SUPPLY/FIL	-	-	236	-	-
52014	COMPUTER EQUIP RENTAL FEE	4,425	6,638	6,638	7,313	8,850
52015	FLEET RENTAL FEE	6,563	10,719	10,719	10,719	16,330
52016	CENTRAL GARAGE ALLOC	10,159	6,204	6,816	8,025	
52017	FUEL, OIL & LUBRICANTS	56,343	12,500	12,500	12,500	12,500
	TOTAL COMMODITIES	84,511	51,061	51,497	49,107	52,380
53002	INSURANCE	568	1,198	1,198	1,198	1,521
53004	SPECIAL SERVICES & LEGAL	12,840	35,000	35,850	35,000	35,000
53007	CONFERENCE EXPENSE	1,348	1,500	1,500	90	1,500
53008	TELEPHONE	-	2,640	2,640	5,436	5,708
53009	BLDG MAINTENANCE ALLOC	16,765	18,204	18,204	17,723	
53012	COMPUTER SERVICES ALLOC	48,782	65,285	65,285	93,339	
53040	SUB-STANDARD STRUCTURES	1,350	1,500	741	800	1,500
	TOTAL CONTRACTUAL SERVICES	81,653	125,327	125,418	153,586	45,229
54001	PRINTING & PUBLICATIONS	1,092	1,000	564	800	1,000
54002	DUES & SUBSCRIPTIONS	531	2,720	2,720	2,200	2,720
54003	TRAINING & TRAVEL	7,390	9,000	9,000	6,000	9,000
	TOTAL OTHER SERVICES	9,013	12,720	12,284	9,000	12,720
75001	EQUIPMENT - COMPUTER	-	-	-	-	
75002	INFORMATION SYSTEMS	-	-	-	-	
75003	COMPUTER SOFTWARE	-	-	-	-	
75004	EQUIPMENT	-	-	-	-	
75005	EQUIPMENT - OFFICE	-	-	-	-	
75006	VEHICLES	-	-	-	-	
77007	OTHER / MISCELLANEOUS	-	-	-	-	
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	840,541	857,340	857,340	962,869	857,769

DEPARTMENTAL VISION STATEMENT

To become an integral partner with our customers and the community to enable the City to be recognized as a leader in technology that prides itself on innovation, transparency, and accountability.

DEPARTMENTAL MISSION STATEMENT

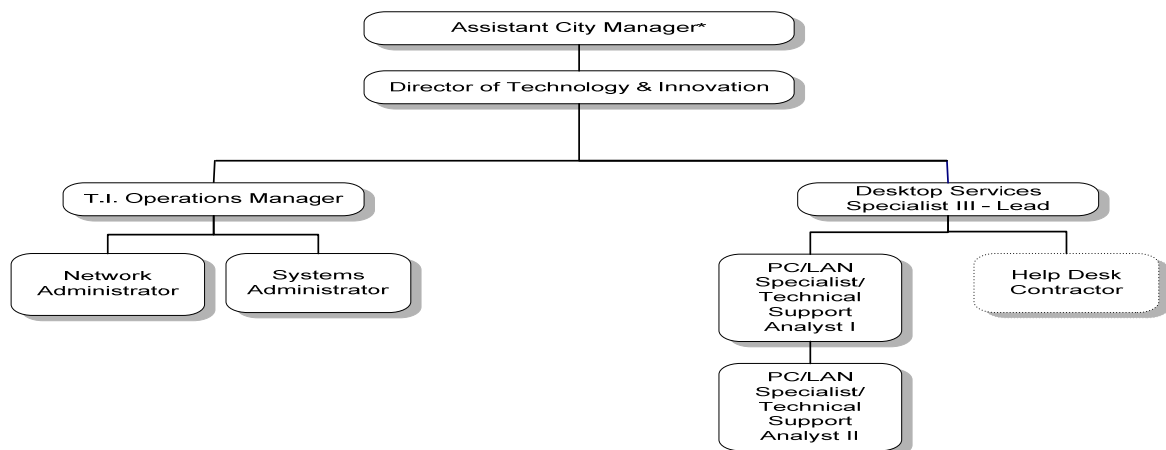
The T.I. Department delivers the best proven technology and services available for computer, data, telecommunications, mapping, and critical business systems of the City to employees and the public through excellent customer service, continuous improvement, innovative problem-solving, adherence to standardized Technology & Innovation best practices, and collaborative solutions.

TECHNOLOGY & INNOVATION

- Technology & Innovation

DEPARTMENTAL DESCRIPTION

The Technology & Innovation Department serves other City departments through a series of services that includes integrating computer systems, coordinating and providing training, negotiating and managing technology & innovation related contracts, and technology assistance and support. The department creates the technological environment that enables City employees to quickly access vital information using the most efficient and cost effective system hardware and software.



Total Full-Time Employees = 7

Total Part-Time Employees = 1

*Assistant City Manager is included in the Council & Management budget.

FY 2014 DEPARTMENTAL ACCOMPLISHMENTS

- ☐ Support 450 users and over 1,735 different hardware devices, such as mainframes personal computers, servers, printers, scanners, modems, monitors and cash registers; to support over 85 operating system and application software packages, such as OS/400, Windows XP, suite of Microsoft Office XP, MS Outlook and Sungard HTE applications; to support users in the acquisition and installation of computing equipment and software that best meets their needs.
- ☐ Respond to all Departmental requests on a timely basis per guidelines established by the Request for Service procedures; to evaluate and coordinate with the Purchasing Division computer purchase requests in a timely manner.
- ☐ Continue to develop Technology & Innovation into a fully staffed and functional department to provide adequate support to all users of all computer hardware and software platforms installed at the City.
- ☐ Maintain a stable computer environment and secure and preserve copies of backup data offsite.
- ☐ Support and maintain the MUNIS software modules which include the following: GMBA, Purchasing/Inventory, Fixed Assets, Cash Receipts, Budgeting, CAFR Extended Reporting, Payroll/Personnel, Applicant Tracking, Imaging, Records Management, Planning and Zoning, Inspections, Code Enforcement, Occupational License, Land Management, Work Orders, Vehicle Maintenance.
- ☐ Support and maintain the OSSI software modules that include the following: Public Safety Police and Crimes, Fires, Computer Aided Dispatch and Records Management.
- ☐ Support and maintain the INCODE software module that facilitates the Municipal Courts.
- ☐ Expand e-Commerce to provide citizens and vendors the ability to do more on-line business with the City.
- ☐ Implemented a consolidated training environment to assist employees with their training requirements.
- ☐ Updated the current EPO management server to maintain protect the city from malicious access, and added site advisor to assist with malware detection. Updated client antivirus from version 8.7i to 8.8 to support implementation of new operating OS.
- ☐ Upgraded VMware view from version 5.0 to 5.3 to the enhance user experience and implement more features.
- ☐ Upgraded Patrol fleet to Windows 7 OS to increase security and enhance user interactions. Automated the log on process to auto connect with Mobile provider to reduce startup time.
- ☐ Implemented Free Wi-Fi across all city buildings to provide a new service for employees and Guest/Citizens.
- ☐ Upgraded and migrated Coban videos to new storage solution to resolve a critical storage issues and provide a better and reliable solutions for all Public Safety videos.
- ☐ SolarWinds Monitor tools completed.
- ☐ Test run for the wireless Rocket for police department.
- ☐ Completed study of police wireless device.

FY 2014 DEPARTMENTAL OBJECTIVES

1. Innovative solutions will use business intelligence, be web-enabled, and assure data integration with other applicable applications.
2. A hybrid of cloud computing, both public and private, and on premise solutions will be implemented, whenever available and practical.
3. Maintain up-to-date capabilities of systems with software version upgrades.
4. Optimize application functionality.
5. Continue to align technology with the City priorities and the business goals of the organization.
6. Build alliances with key decision-makers.
7. Lobby for, and obtain, financial and other resources to deliver services and implement projects.
8. Deliver quality customer service at all times.
9. Promote a commitment to excellence.
10. Assist in converting business requirements to technical needs.
11. Provide innovative problem-solving solutions using proven technologies.
12. Maximize the City's investment in technology.
13. Develop and manage a technology infrastructure and processes to electronically preserve and share the extensive knowledge base of City departments.
14. Maintain highly skilled and motivated Technology & Innovation professionals.

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Director of Technology & Innovation	1	1	1	1	24
Operational Manager	1	1	1	1	22
Network Administrator	1	1	1	1	15
Desktop Services Specialist III – Lead	0	0	0	1	14
Systems Administrator	0	1	1	1	14
AS/400 PC/LAN Specialist-	3	2	2	2	12
Administrative Assistant	1	0	0	0	10
T.I. Technician	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	7
Total Full-Time Employees	8	7	7	7	
Part-Time Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Total Part Time Employees	1	1	1	1	

===== FY 2015 ANNUAL BUDGET =====

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
❑ Respond to Priority #1 help calls within two hours.	94%	98%	98%	98%
❑ Respond to Priority #2 help calls within four hours.	94%	98%	98%	98%
❑ Respond to Priority #3 help calls within one week.	94%	95%	95%	95%
❑ Maintain Server Infrastructure up time	99%	98%	99%	99.9%
❑ Maintain the Police/Fire Dispatch on-line.	98%	98%	99%	99.9%

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Infrastructure				
❑ iSeries Systems Maintained	2	2	2	0
❑ Server Computers	15	15	124	124
❑ Microsoft Exchange Servers	2	2	2	2
❑ VMWare ESX Servers	6	6	8	8
❑ SAN Systems	2	2	3	3
Software				
❑ Operating Systems	8	8	11	11
❑ iSeries Applications	78	N/A	N/A	N/A
❑ Tyler/MUNIS Applications	34	34	34	34
❑ Personal Computer Applications	245	245	250	250
❑ OSSI	0	0	12	12
End Users				
❑ Workstations	331	331	412	412
❑ Network Printers	90	91	91	91
❑ Printers and Special Devices	229	229	229	229
❑ Requests for Service	3,000	2,000	2,200	2,200

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

TECHNOLOGY & INNOVATION

101-18-170

Object	Description	FY 2013 Actual	FY 2014 Original Budget	FY 2014 Revised Budget	FY 2014 Year-End Estimate	FY 2015 Proposed Budget
51001	REGULAR SALARIES					418,779
51002	ADDITIONAL COMPENSATION					1,976
51004	OVERTIME					7,000
51102	PART TIME:LESS THAN 20 HR					19,980
51201	CAR-CLOTHING ALLOWANCE					3,000
51202	CELL PHONE ALLOWANCE					7,560
51301	LONG TERM DISABILITY					1,449
51302	TAXES, SOCIAL SECURITY					35,060
51303	HOSP-LIFE-DENT-VIS INS					76,614
51305	RETIREMENT					39,448
51306	WORKERS COMPENSATION					569
	TOTAL PERSONNEL	-	-	-	-	611,435
52001	OFFICE SUPPLIES					1,000
52002	MEALS & DRINKS					250
52003	WEARING APPAREL					80
52004	MINOR TOOLS & EQUIPMENT					172,676
52005	EDUC, TRAINING & SUPPLIES					100
52006	POSTAGE					150
52014	COMPUTER EQUIP RENTAL FEE					106,987
52015	FLEET RENTAL FEE					2,500
52017	FUEL, OIL & LUBRICANTS					1,100
52061	COMPUTER REPAIR/REPLACEMENT					10,000
52062	COPY MACHINE SUPPLIES/RPR					60,000
	TOTAL COMMODITIES	-	-	-	-	354,843
53001	MINOR EQUIP MAINT/RPR & RNT	-	-	-	-	100
53002	INSURANCE					1,664
53004	SPECIAL SERVICES & LEGAL					98,660
53005	SERVICE AGREEMENTS/REPAIR					825,309
53007	CONFERENCE EXPENSE					2,000
53008	TELEPHONE					265,305
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	1,193,038
54001	PRINTING & PUBLICATIONS					50
54002	DUES & SUBSCRIPTIONS					100
54003	TRAINING & TRAVEL					13,500
54005	VEHICLE ALLOWANCE - MILEAGE					200
	TOTAL OTHER SERVICES	-	-	-	-	13,850
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	-	2,173,166

*Technology and Innovation was recorded in the Internal Service Funds prior to FY 2015.



SPECIAL REVENUE FUNDS

PURPOSE AND KEY REVENUE ASSUMPTIONS AND TRENDS

Special revenue funds are used to account for specific revenues that are either legally restricted to expenditures for a particular purpose or need to separately be accounted for.

Parkland Dedication Fund. In order to provide neighborhood parks, the Parkland Dedication ordinance calls for integrating this requirement into the planning and development of subdivisions. Whenever a final plat is filed with the County, such plat shall contain a clear fee simple dedication of an area of land for park purposes, which shall equal one acre for each 100 proposed dwelling units. The required dedication may also be met by a payment in lieu of land, the pledge of security guaranteeing the future dedication of park land or the provision of private neighborhood park land when permitted or required by other provision of the subdivision ordinance. The Park Land Dedication Fund was established for deposit of all sums paid in lieu of land dedication. The City is divided into thirteen park zones, and the funds are accounted for by park zone. Revenue is recognized when received as determined by the planning department during the planning process. Expenditures are made within the same park zone for which funds are received as the accumulation allows a project to be completed.

Narcotics Fund. This fund is used to account for funds received yearly from the United States Department of Justice through the State and seizure monies. Monies are also received periodically from the Fort Bend County Task Force, Narcotics Seizure Fund, as a result of final conviction of offenders. Revenue is recognized only as checks are distributed to the various governmental agencies by the Task Force. The funds are utilized exclusively to purchase police equipment.

Radio Communications Fund. This fund was established by an internal agreement between the City of Sugar Land and Missouri City with Sugar Land reimbursing the City for one half of the radio system tower site located at the Missouri City Public Safety Headquarters. The Cities agreed that the City should operate the 800 MHz trunked radio tower system and provide an operator who will provide radio-programming services and maintain the system for the use of both Cities. Revenue is received from both governmental and private users by contract. Revenue is recognized when due per the contract with Sugar Land and Missouri City providing one half of the operating and maintenance costs after deducting revenue received from other users.

Municipal Court Building Security/Technology/Juvenile Case Funds. These funds are utilized to account for the state mandated court fees to be used for Municipal Court building security, the furthering of Municipal Court technology, and supplementing expenses for the Juvenile Case Manager. Fees are collected on all convictions and set aside to improve building security, enhance the information technology of the City's Municipal Court Division and assist in paying the salary of the Juvenile Case Manager.

Community Development Block Grant Funds. The City receives a grant from the U.S. Department of Housing and Urban Development (HUD) yearly to improve the safety and livability of our citizens, and funds are reimbursed monthly from the HUD.

MCTV Facilities/Equipment Fund. This fund is used to account for Public, Educational, and Governmental Access (PEG) fees collected from cable TV subscribers. The funds are to be used solely for technology, furniture and equipment related to the City's cable TV station programming.

Missouri City Development Authority Fund. The Development Authority was organized for the purpose of aiding, assisting and acting on behalf of the City in the performance of its governmental functions to promote common good and general welfare of the areas included in the City's Public Improvement Districts (PIDs) and Tax Increment Reinvestment Zones (TIRZs) to promote, develop, encourage and maintain housing, educational facilities, employment, commerce and economic development in the City. The Development Authority is governed by a board comprised of all members of the City's governing body (City Council). This fund accounts for the

administrative costs associated with the Development Authority and their reimbursement by the various PIDs and TIRZs.

Tax Increment Reinvestment Zones (TIRZs). TIRZ #1 (Fifth Street area), TIRZ #2 (Vicksburg area) and TIRZ #3 (South Hwy 6) provide for the design and construction of required infrastructure and other project costs in order to facilitate the development of new residential and commercial properties where necessary infrastructure is absent and where development would not otherwise occur; for example, where major drainage improvements are necessary. These zones are used to assist the City to promote and affect long-term comprehensive urban design and land planning. They are also being used to improve the quality of growth and development in blighted areas where substandard infrastructure and housing accommodations constitute an economic and social liability and a menace to public health, safety, and welfare. The presence of substandard, deteriorated and deteriorating structures, predominance of defective and inadequate sidewalk and street layouts, unsanitary and unsafe conditions, and defective and complicated conditions or title substantially arrests the sound growth of those areas of the City and constitutes a burden and threat to healthier areas of the City. These funds will be initially financed by the developers in the area who will be reimbursed by the incremental taxes paid on the increased property values in future years.

Public Improvements Districts (PIDs). PIDs provide an alternative to the creation of Municipal Utility Districts (MUDs) in order to finance infrastructure for new development. PID project costs are paid by a property owner assessment. Bonds may be issued with the assessment. The City has adopted a policy requiring the use of PIDs to finance infrastructure for new development.

Hotel Occupancy Tax Fund (HOT). This fund was created to account for the collection of remittances from the city's two hotels. The first hotel, La Quinta Inn, opened in December 2012. It has 55 rooms. A second hotel, Hampton Inn, opened in December 2013 and has 64 rooms. Hotel occupancy taxes are received quarterly. Expenditures are governed by state law and are approved by the City Council.

Grants Fund. The Grants Fund was created to account for the administration of all federal, state, and local grant funds received by the City, excluding CDBG. Revenues are accounted for in this Fund and the corresponding grant expenditures are made out of this Fund.

Donations Fund. The Donations Fund is used to account for miscellaneous donations received by the City. Donations are recorded and maintained based on the department or division that receives the donations.

**SPECIAL REVENUE FUNDS
SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
BUDGET FY 2015 BY FUND**

DESCRIPTION	PARKLAND DED. FUND	NARCOTICS SEIZURE FUNDS	RADIO COMM. FUND	MUNC. CT. BLDG SEC/ INFO TECH/ JUV CASE FUNDS	CDBG FUNDS	GRANTS FUND	MCTV FACILITIES/ EQUIPMENT FUND	DONATIONS FUND
REVENUES:								
FINES & FORFEITURES								
Munc Ct Building Security Fees	0	0	0	23,520	0	0	0	0
Munc Ct Technology Fees	0	0	0	33,000	0	0	0	0
Munc Ct Juvenile Case Fees	0	0	0	41,000	0	0	0	0
TOTAL FINES & FORFEITURES	0	0	0	97,520	0	0	0	0
INTERGOVERNMENTAL REVENUES								
Grants	0	0	0	0	435,145	271,413	0	0
User Fees	0	0	0	0	0	0	0	0
Taxes	0	0	0	0	0	0	0	0
Drug Forfeitures	0	0	0	0	0	0	0	0
Sugar Land/Mo City Reimbursements	0	0	0	0	0	0	0	0
City of Houston Radio License	0	0	12,925	0	0	0	0	0
Public Safety Radio Use	0	0	48,986	0	0	0	0	0
TOTAL INTERGOVERNMENTAL REVENUES	0	0	61,911	0	435,145	271,413	0	0
OTHER REVENUES								
Interest Earnings	12,000	5,000	600	8,044	0	0	1,655	0
Cable/Video In-Kind Fees	0	0	0	0	0	0	140,000	0
Contributions from Developers	0	0	0	0	0	0	0	0
Payments in Lieu of Parkland	0	0	0	0	0	0	0	0
O&M Reserve Inc/(Dec)	0	0	0	0	0	0	0	0
ATC Reimbursement	0	0	139,057	0	0	0	0	0
Donations	0	0	0	0	0	0	0	34,385
Hotel Occupance Tax	0	0	0	0	0	0	0	0
TOTAL OTHER REVENUES	12,000	5,000	139,657	8,044	0	0	141,655	34,385
TOTAL REVENUES	12,000	5,000	201,568	105,564	435,145	271,413	141,655	34,385
OTHER FINANCING SOURCES								
Proceeds from the Sale of Debt	0	0	0	0	0	0	0	0
Transfer from General Fund	0	0	0	0	0	0	0	0
Transfer from General Fund-Taxes	0	0	0	0	0	0	0	0
Transfer from Debt Service-Taxes	0	0	0	0	0	0	0	0
Transfer from TIRZ #1 Fund	0	0	0	0	0	0	0	0
Transfer from TIRZ #2 Fund	0	0	0	0	0	0	0	0
Transfer from TIRZ #3 Fund	0	0	0	0	0	0	0	0
Transfer from PID #2 Fund	0	0	0	0	0	0	0	0
Transfer from PID #3 Fund	0	0	0	0	0	0	0	0
Transfer from PID #4 Fund	0	0	0	0	0	0	0	0
Transfer from METRO Fund	0	0	0	0	0	0	0	0
TOTAL REVENUES & RESOURCES	12,000	5,000	201,568	105,564	435,145	271,413	141,655	34,385
EXPENDITURES								
Personnel	0	0	83,419	13,955	99,500	259,863	0	0
Commodities	0	20,000	3,500	3,360	0	11,550	68,061	39,282
Contractual Services	0	0	61,744	0	166,025	0	65,000	0
Other Services	0	50,000	3,200	3,000	0	0	0	0
Debt Service	0	0	0	0	0	0	0	0
Capital Outlay	80,000	150,000	0	0	169,620	0	1,500	0
TOTAL EXPENDITURES	80,000	220,000	151,863	20,315	435,145	271,413	134,561	39,282
OTHER FINANCING USES								
Transfer to General Fund	0	0	24,785	41,194	0	0	0	0
Transfer to Development Authority	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0
TOTAL APPROPRIATIONS/ EXPENDITURES	80,000	220,000	176,648	61,509	435,145	271,413	134,561	39,282
DESIGNATED O&M RESERVE	0	0	0	0	0	0	0	0
REVENUES OVER/(UNDER) EXPENDITURES	(68,000)	(215,000)	24,920	44,055	0	0	7,094	(4,897)
BEGINNING FUND BALANCE JULY 1	1,025,787	350,928	45,373	361,567	4	0	331,253	27,675
ENDING FUND BALANCE JUNE 30	957,787	135,928	70,293	405,622	4	0	338,347	22,778

**SPECIAL REVENUE FUNDS
SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
BUDGET FY 2015 BY FUND**

DEVELOP- MENT AUTHORITY FUND	TIRZ #1 (FIFTH STREET) FUND	TIRZ #2 (VICKS- BURG) FUND	TIRZ #3 (SIENNA) FUND	PID #2 (VICKS- BURG) FUND	PID #4 FUND	HOTEL OCCUPANCY TAX FUND	TOTALS
0	0	0	0	0	0	0	23,520
0	0	0	0	0	0	0	33,000
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>41,000</u>
0	0	0	0	0	0	0	97,520
0	0	0	0	0	0	0	706,558
0	0	0	0	521,333	400,605	0	921,938
0	303,818	591,972	581,793	0	0	0	1,477,583
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	12,925
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,986</u>
0	303,818	591,972	581,793	521,333	400,605	0	3,167,990
0	3,500	25,000	15,000	10,500	1,700	2,600	85,599
0	0	0	0	0	0	0	140,000
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	139,057
0	0	0	0	0	0	0	34,385
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>174,000</u>	<u>174,000</u>
0	3,500	25,000	15,000	10,500	1,700	176,600	573,041
0	307,318	616,972	596,793	531,833	402,305	176,600	3,838,551
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	325,337	572,143	224,370	0	0	0	1,121,850
0	165,389	290,857	114,061	0	0	0	570,307
20,000	0	0	0	0	0	0	20,000
20,000	0	0	0	0	0	0	20,000
20,000	0	0	0	0	0	0	20,000
20,000	0	0	0	0	0	0	20,000
0	0	0	0	0	0	0	0
20,000	0	0	0	0	0	0	20,000
0	0	0	0	0	0	0	0
100,000	798,044	1,479,972	935,224	531,833	402,305	176,600	5,630,708
0	0	0	0	0	0	0	456,737
0	0	0	0	0	0	0	145,753
0	1,855	1,000	0	0	0	0	295,624
0	0	0	0	500	0	0	56,700
0	498,505	556,350	0	307,275	388,236	0	1,750,366
<u>0</u>	<u>0</u>	<u>0</u>	<u>619,228</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,020,348</u>
0	500,360	557,350	619,228	307,775	388,236	0	3,725,528
100,000	24,536	43,150	16,922	0	0	6,300	256,887
0	20,000	20,000	20,000	20,000	20,000	0	100,000
0	0	0	0	0	0	0	0
100,000	544,896	620,500	656,150	327,775	408,236	6,300	4,082,415
0	0	0	0	0	0	0	0
0	253,148	859,472	279,074	204,058	(5,931)	170,300	1,548,293
0	1,018,170	3,215,213	1,622,373	413,168	173,374	188,884	8,773,769
0	1,271,317	4,074,684	1,901,448	617,226	167,443	359,184	10,322,062

DEPARTMENT: PARKS AND RECREATION
DIVISION: PARKLAND DEDICATION
FUNDING SOURCE: PARKLAND DEDICATION FUND
FUND NUMBER: 201-0000

ORGANIZATIONAL MISSION STATEMENT

To provide superior customer service to all members of the community.

DESCRIPTION OF OPERATIONS

In order to provide neighborhood parks within convenient locations to its users, the City was divided into 13 park zones. Developers may dedicate parkland during final plat or may make cash payments in lieu of parkland dedication to the City for purchase of parkland parks in or near the area of development. The City may also provide park equipment for existing parks within the 13 park zones.

Whenever funds are sufficient to purchase land or equipment, the Park Board makes recommendations to the City Council for proposed expenditures.

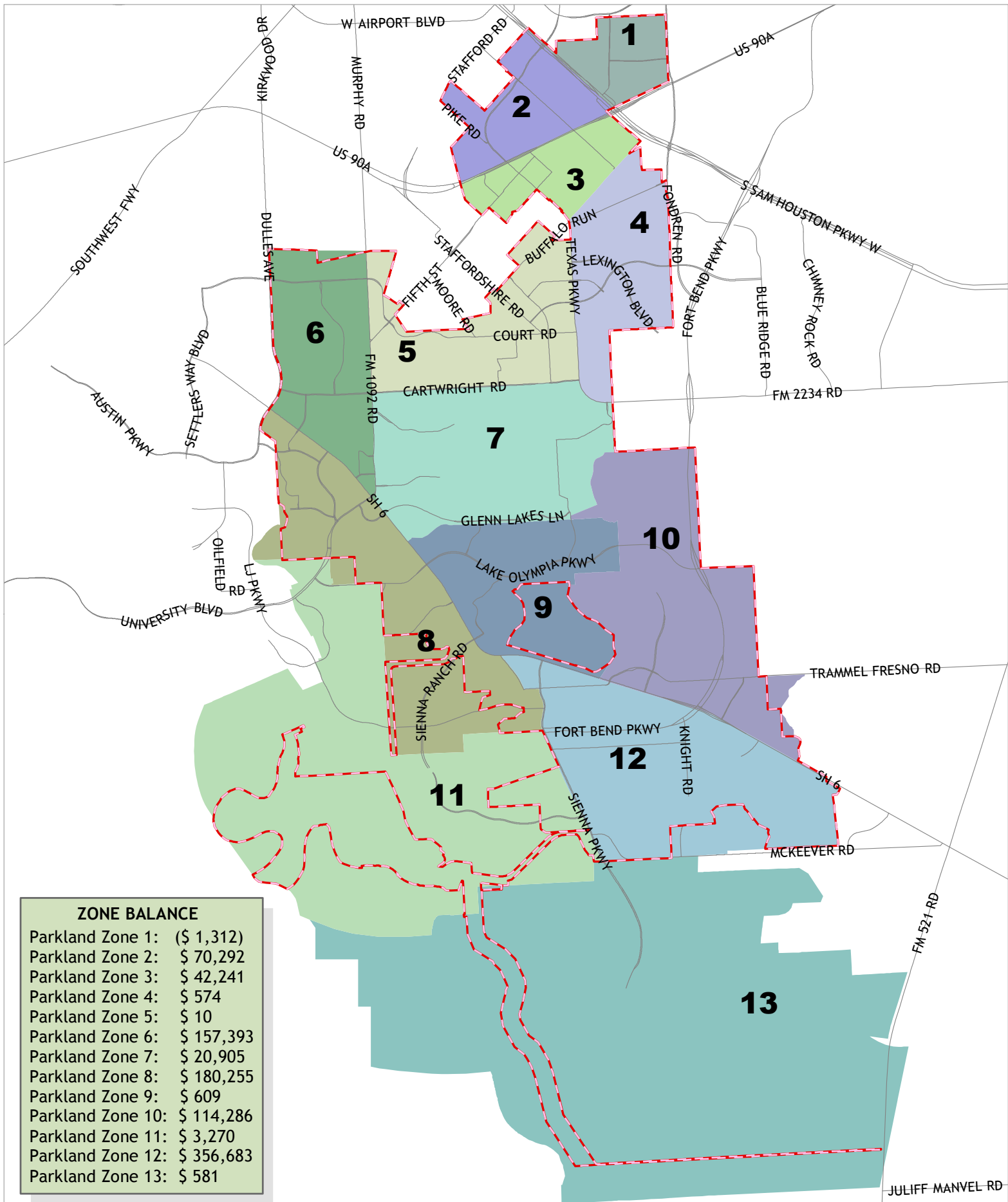
Revenue Assumptions

Revenue is recognized during the platting process when developers determine whether to dedicate land for a park or to provide funds in lieu of parkland dedication. The City records the payment to the applicable park zone.

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
PARKLAND DEDICATION FUND**

FUND 201-16

	<u>FY 2013 Actual</u>	<u>FY 2014 Original Budget</u>	<u>FY 2014 Revised Budget</u>	<u>FY 2014 Year-End Estimate</u>	<u>FY 2015 Proposed Budget</u>
OTHER REVENUES					
270-49000 Interest Earnings	(11,390)	10,000	10,000	-	12,000
271-49511 Parkland Zone 1	-	-	-	(19)	-
272-49511 Parkland Zone 2	0	-	-	990	-
273-49511 Parkland Zone 3	0	-	-	809	-
274-49511 Parkland Zone 4	0	-	-	91	-
275-49511 Parkland Zone 5	0	-	-	418	-
276-49511 Parkland Zone 6	144,000	-	-	2,994	-
277-49511 Parkland Zone 7	(42,000)	-	-	27,646	-
278-49511 Parkland Zone 8	0	-	-	2,541	-
279-49511 Parkland Zone 9	0	-	-	10	-
280-49511 Parkland Zone 10	41,400	-	-	3,998	-
281-49511 Parkland Zone 11	-	-	-	44	-
282-49511 Parkland Zone 12	0	-	-	163,428	-
283-49511 Parkland Zone 13	-	-	-	8	-
TOTAL REVENUES	132,010	10,000	10,000	202,958	12,000
TOTAL REVENUES & RESOURCES	132,010	10,000	10,000	202,958	12,000
EXPENDITURES					
271-52048 Parkland Zone 1	-	-	-	-	-
272-52048 Parkland Zone 2	-	-	-	-	-
273-52048 Parkland Zone 3	-	35,000	35,000	15,000	-
274-52048 Parkland Zone 4	-	-	-	6,000	-
275-52048 Parkland Zone 5	-	29,900	29,900	29,700	-
276-52048 Parkland Zone 6	-	-	-	-	55,000
277-52048 Parkland Zone 7	18,800	25,000	25,000	8,825	25,000
278-52048 Parkland Zone 8	-	-	-	-	-
279-52048 Parkland Zone 9	-	-	-	-	-
280-52048 Parkland Zone 10	-	170,000	170,000	170,000	-
281-52048 Parkland Zone 11	-	-	-	-	-
282-52048 Parkland Zone 12	-	-	-	-	-
283-52048 Parkland Zone 13	-	-	-	-	-
TOTAL EXPENDITURES	18,800	259,900	259,900	229,525	80,000
REVENUES OVER/(UNDER) EXPENDITURES	113,210	(249,900)	(249,900)	(26,567)	(68,000)
BEGINNING BALANCE JULY 1	939,144	1,082,591	1,052,354	1,052,354	1,025,787
ENDING BALANCE JUNE 30	1,052,354	832,691	802,454	1,025,787	957,787



Map By:
GIS Division
May 2014



Park Zones

Legend

Major Thoroughfare

City Limits Line
192

DEPARTMENT: POLICE DEPARTMENT
DIVISION: NARCOTICS SEIZURES
FUNDING SOURCE: NARCOTICS FUNDS
FUND NUMBER: 205-13-267

ORGANIZATIONAL MISSION STATEMENT

To provide superior customer service to all members of the community.

DESCRIPTION OF OPERATIONS

The Omnibus Appropriations Act of 1998 (Public Law 105-119) allowed the U.S. Department of Justice to make grants to cities for law enforcement hiring, overtime, equipment, enhancing security, drug courts, multi-jurisdictional task forces, crime prevention, and insurances.

Monies are distributed periodically from the Fort Bend County Task Force, narcotics seizure fund, as a result of final conviction of offenders by the State or Federal Governments.

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
NARCOTICS SEIZURES FUND**

		FUND 205-13-267			
		FY 2013	FY 2014	FY2014	FY 2014
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>
			<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>
					<u>Proposed</u>
					<u>Budget</u>
REVENUES BY SOURCE					
INTERGOVERNMENTAL REVENUE					
47108	State Seizures	204,585			50,000
47109	Federal Seizures	1,590			35,000
OTHER REVENUE					
49000	Interest Earnings	(6,766)	500	500	6,400
49102	Sale of Salvage	<u>1,781</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Other Revenues	201,190	500	500	91,400
					5,000
TOTAL REVENUES AND RESOURCES					
		201,190	500	500	91,400
					5,000
EXPENDITURES					
COMMODITIES					
52001	Office Supplies				
52004	Minor Tools & Equipment	22,437			
52011	Firearms	<u>0</u>	<u>0</u>	<u>20,880</u>	<u>0</u>
	Total Commodities	22,437	0	20,880	0
					20,000
CONTRACTUAL SERVICES					
53004	Special Services & Legal				
53008	Telephone	<u>0</u>	<u>4,800</u>	<u>4,800</u>	<u>0</u>
	Total Contractual Services	0	4,800	4,800	0
					0
OTHER SERVICES					
54003	Training & Travel	<u>4,790</u>	<u>14,000</u>	<u>0</u>	<u>13,838</u>
	Total Other Services	4,790	14,000	0	13,838
					50,000
CAPITAL OUTLAY					
75002	Information Systems	36,965			1,048
75004	Equipment				21,974
75006	Motor Vehicles	<u>0</u>	<u>131,934</u>	<u>131,934</u>	<u>136,695</u>
	Total Capital Outlay	36,965	131,934	131,934	159,717
					150,000
TOTAL EXPENDITURES					
		64,192	150,734	157,614	173,555
					220,000
REVENUES OVER/(UNDER) EXPENDITURES					
		136,998	(150,234)	(157,114)	(82,155)
					(215,000)
BEGINNING BALANCE JULY 1					
		296,085	440,301	433,083	433,083
					350,928
ENDING BALANCE JUNE 30					
		433,083	290,067	275,969	350,928
					135,928

DEPARTMENT: POLICE DEPARTMENT
DIVISION: RADIO COMMUNICATIONS
FUNDING SOURCE: RADIO COMMUNICATIONS FUND
FUND NUMBER: 220-13-250

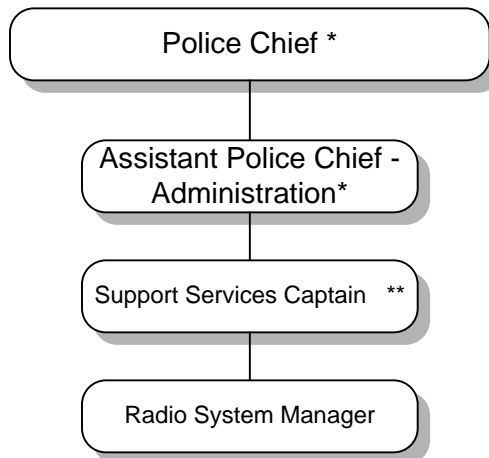
DESCRIPTION OF OPERATIONS

The Radio Communications Division operates and manages the jointly owned radio tower and operating system of the City of Missouri City and Sugar Land. The Radio Systems Manager (RSM), who reports to the Captain of the Police Support Services Division, manages the trunked radio system, radio tower, companies who lease space and other municipal users. In addition, the RSM is responsible for programming, purchasing, maintaining, and updating of radio equipment, and monitors all users on the entire system. The RSM is also the Police Department's communication person for emergency management and is responsible for maintaining radio, visual, and computer equipment in the dispatch area.

The RSM is also responsible for the maintenance and operation of police and fire mobile data terminals.

Revenue Assumptions

Revenue is recognized monthly when billing statements are prepared and mailed to the various political subdivisions or for the tower rental to the tower site contracted manager.



Total Full-Time Employees = 1

*Police Chief and Assistant Police Chief are included in Police Administration Divisional Budget.

**Captain is included in the Police Support Services Divisional budget.

STRATEGIES	DIVISIONAL GOALS
------------	------------------

- | | |
|-----|--|
| 3,4 | Conduct one inspection of the radio system and tower as a preventative maintenance once a month. |
| 3,4 | Within 10 days of receipt of a radio in need of repair, this radio will be repaired and returned to service. |
| 3,4 | Within three days of receipt of a radio needing programming, this radio will be programmed and returned to the customer. |
| 3,4 | Within two hours of being notified of a maintenance issue related to the security system of the PSHQ, corrective action will be taken to resolve the matter. |
| 3,4 | Within two hours of being notified of a maintenance issue related to the mobile data computers, the unit will be back in service. |
| 3,4 | Implement a multiple agency simultaneous radio broadcast of emergency information. |
| 3,4 | Police and Fire radio upgrade/replacement to P25 digital standards |
| 3,4 | Secure additional grant funding for upgrades to the radio system |
| 3,4 | Work with the City Parks Department to implement a video surveillance system |

PERSONNEL SCHEDULE

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>	Salary <u>Grade</u>
Radio Systems Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>P5</u>
Total Full-time Employee	1	1	1	1	

===== **FY 2015 ANNUAL BUDGET** =====

DEPARTMENT: **POLICE**

FUNDING SOURCE: **RADIO COMMUNICATIONS FUND**

DIVISION: **RADIO COMMUNICATIONS**

FUND NUMBER: **220-13-250**

PERFORMANCE INDICATORS

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Customer approval rating.	99%	99%	99%	99%
Help Desk response within 2 hours.	95%	99%	95%	95%

ACTIVITY MEASURES

	FY 2013 <u>Actual</u>	FY2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Training of City employees	225	225	200	200
<input type="checkbox"/> No. of service requests	324	300	265	300
<input type="checkbox"/> No. of preventive maintenance checks	100	120	100	110
<input type="checkbox"/> No. of portable and mobile units	1,385	1,400	1,485	1,500
<input type="checkbox"/> No. of users' meetings	12	12	12	12
<input type="checkbox"/> No. of computer service requests	46	50	45	50
<input type="checkbox"/> No. of building safety checks	12	12	12	12
<input type="checkbox"/> No. of safety inspections	30	35	30	35

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
RADIO COMMUNICATIONS FUND**

FUND 220

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year End</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
REVENUES BY SOURCE					
Intergovernmental Revenue					
47103 Public Safety Radio Use	43,746	48,024	48,024	48,501	48,986
47104 City of Houston Radio LIC	12,444	12,693	12,693	12,672	12,925
47110 MoCity / Sugar Land Reimb	0	0	0	0	0
Total Intergovernmental Revenue	56,190	60,717	60,717	61,173	61,911
OTHER REVENUE					
49000 Interest Earnings	305	1,000	1,000	540	600
49102 Sale of Salvage	0	0	0	0	0
49103 Insurance Reimbursement	0	0	0	0	0
49205 ATC Rental Reimbursement	127,380	135,602	135,602	135,602	139,057
TOTAL OTHER REVENUE	127,685	136,602	136,602	136,142	139,657
Total Revenues	183,875	197,319	197,319	197,315	201,568
TOTAL REVENUES AND RESOURCES	183,875	197,319	197,319	197,315	201,568
EXPENDITURES					
PERSONNEL					
51001 Regular Salaries	60,053	59,651	59,651	61,143	60,189
51002 Additional Compensation	1,874	2,688	2,688	2,112	2,112
51003 Compensated Absences	-	0	0	2,894	0
51004 Overtime	2,105	1,000	1,000	3,800	2,000
51202 Cell Phone Allowance	783	1,080	1,080	867	864
51301 Long Term Disability	195	200	200	202	212
51302 Taxes, Social Security	4,772	4,928	4,928	5,287	4,986
51303 Hospital Insurance	6,702	8,847	8,847	6,506	7,289
51304 prorated Health/Dent/Vis	-	-	-	471	-
51305 Retirement	3,403	3,881	3,881	3,687	5,685
51306 Workers Compensation	121	194	194	100	82
Total Personnel	80,008	82,469	82,469	87,069	83,419
COMMODITIES					
52003 Wearing Apparel	0	600	600	500	0
52004 Minor Tools & Equipment	1,859	2,600	2,600	5,570	2,600
52006 Postage	11	50	50	45	50
52014 Computer Equip Rental Fee	425	638	638	638	850
Total Commodities	2,295	3,888	3,888	6,753	3,500
CONTRACTUAL SERVICES					
53001 Minor Equip Maint / Rpr / Rnt	20	50	50	11	
53002 Insurance	926	1,159	1,159	1,159	1,110
53005 Service Agreements / Repair	40,992	41,000	41,000	43,795	41,000
53006 Radio Repair/Maintenance	389		0	3,200	-
53008 Telephone	18,698	19,826	19,826	18,699	19,634
53009 Bldg Maintenance Alloc	2,789	3,075	3,075	2,994	
53012 Computer Services Alloc	18,882	22,121	22,121	31,627	0
Total Contractual Services	82,696	87,231	87,231	101,485	61,744
OTHER SERVICES					
54002 Dues & Subscriptions	92	200	200	185	200
54003 Training & Travel	2,287	3,000	3,000	2,200	3,000
Total Other Services	2,379	3,200	3,200	2,385	3,200
OTHER FINANCING SERVICES					
Transfer to 101 (General Fund)	0	0	0	0	24,785
Total Other Financing Services	0	0	0	0	24,785
TOTAL EXPENDITURES	167,378	176,788	176,788	197,692	176,648
REVENUES OVER/(UNDER) EXPENDITURES	16,497	20,531	20,531	(377)	24,920
BEGINNING BALANCE JULY 1	29,253	37,228	45,750	45,750	45,373
FUND BALANCE JUNE 30	45,750	57,759	66,281	45,373	70,293

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
COURT BUILDING SECURITY FUND**

FUND 221-10-252

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
REVENUES BY SOURCE					
	FINES & FORFEITURES				
44008	Munc Court Building Security Fee	24,481	23,000	23,000	19,052
	Total Intergovernmental Revenue	24,481	23,000	23,000	19,052
	OTHER REVENUE				
49000	Interest Earnings	(2,096)	3,000	3,000	4,167
49600	Other/Miscellaneous	-	-	-	-
	Total Other Revenue	(2,096)	3,000	3,000	4,167
	Total Revenues	22,385	26,000	26,000	23,219
	TOTAL REVENUES AND RESOURCES	22,385	26,000	26,000	23,219
EXPENDITURES					
	PERSONNEL				
51001	Regular Salaries	2,898	13,732	13,732	6,787
51002	Additional Compensation	24	-	-	-
51003	Compensated Absences	-	-	-	-
51004	Overtime	-	-	-	-
51202	Cell Phone Allowance	-	-	-	-
51301	Long Term Disability	7	-	-	-
51302	Taxes, Social Security	218	859	859	519
51303	Hospital Insurance	304	1,275	1,275	852
51305	Retirement	153	677	677	611
51306	Workers Compensation	46	-	-	-
	Total Personnel	3,650	16,543	16,543	8,769
	COMMODITIES				
52004	Minor Tools & Equipment	1,270	11,270	11,270	11,270
	Total Commodities	1,270	11,270	11,270	11,270
	OTHER SERVICES				
54003	Training & Travel	1,752	5,000	5,000	3,000
	Total Other Services	1,752	5,000	5,000	3,000
	CAPITAL OUTLAY				
75004	Munc Ct/EOC Equipment	-	-	-	-
	Total Capital Outlay	0	0	0	0
	TOTAL EXPENDITURES	6,672	32,813	32,813	23,039
	REVENUES OVER/(UNDER) EXPENDITURES	15,713	(6,813)	(6,813)	180
	BEGINNING BALANCE JULY 1	182,020	201,784	197,733	197,733
	FUND BALANCE JUNE 30	197,733	194,971	190,920	197,913

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
COURT TECHNOLOGY FUND**

FUND 222-10-256

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year-End Estimate</u>	<u>Proposed Budget</u>
REVENUES BY SOURCE					
FINES & FORFEITURES					
44014 Munc Court Technology Fees	<u>33,120</u>	<u>36,000</u>	<u>36,000</u>	<u>25,419</u>	<u>33,000</u>
Total Intergovernmental Revenue	33,120	36,000	36,000	25,419	33,000
OTHER REVENUE					
49000 Interest Earnings	<u>(1,957)</u>	<u>2,000</u>	<u>2,000</u>	<u>3,758</u>	<u>3,600</u>
Total Other Revenue	(1,957)	2,000	2,000	3,758	3,600
Total Revenues	31,163	38,000	38,000	29,177	36,600
TOTAL REVENUES AND RESOURCES					
	31,163	38,000	38,000	29,177	36,600
EXPENDITURES					
COMMODITIES					
52004 Minor Tools & Equipment	1,175	5,600	42,881	28,976	3,360
52085 Computer Lease	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,200</u>	<u>-</u>
Total Commodities	1,175	5,600	42,881	34,176	3,360
CONTRACTUAL SERVICES					
53004 Special Services & Legal	-	4,813	5,939	8,104	-
53005 Service Agreements/Repairs	-	-	-	-	-
53008 Telephone	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Contractual Services	0	4,813	5,939	8,104	0
OTHER SERVICES					
54003 Training & Travel	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Services	1,000	0	0	0	0
CAPITAL OUTLAY					
75002 Information Systems	<u>-</u>	<u>5,500</u>	<u>5,500</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	0	5,500	5,500	0	0
Total Expenditures	2,175	15,913	54,320	42,280	3,360
REVENUES OVER/(UNDER) EXPENDITURES	28,988	22,087	(16,320)	(13,104)	33,240
BEGINNING BALANCE JULY 1	147,770	132,801	176,758	176,758	163,654
ENDING BALANCE JUNE 30	176,758	154,888	160,438	163,654	196,894

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
COURT JUVENILE CASE FUND**

FUND 223-10-258

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year-End Estimate</u>	<u>Proposed Budget</u>
REVENUES BY SOURCE					
FINES & FORFEITURES					
44017 Munc Court Juvenile Case Fees	40,301	42,000	42,000	31,410	41,000
44018 Truancy Prevention Revenue				355	
Total Intergovernmental Revenue	40,301	42,000	42,000	31,765	41,000
OTHER REVENUE					
49000 Interest Earnings	<u>(576)</u>	<u>-</u>	<u>-</u>	<u>190</u>	<u>194</u>
Total Other Revenue	(576)	0	0	190	194
49904 Transfer From Fund 101	<u>7</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Intergovernmental Revenue	7	0	0	0	0
Total Revenues	39,732	42,000	42,000	31,955	41,194
TOTAL REVENUES AND RESOURCES					
	39,732	42,000	42,000	31,955	41,194
OTHER FINANCING USES					
90001 Transfer to General Fund	39,765	42,000	42,000	31,955	41,194
TOTAL APPROPRIATIONS/ EXPENDITURES					
	39,765	42,000	42,000	31,955	41,194
REVENUES OVER/(UNDER) EXPENDITURES	(33)	0	0	0	0
BEGINNING BALANCE JULY 1	33	0	0	0	0
ENDING BALANCE JUNE 30	0	0	0	0	0

DEPARTMENT: PLANNING DEPARTMENT
DIVISION: COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING SOURCE: COMMUNITY DEVELOPMENT
BLOCK GRANT FUND
FUND NUMBER: 240-17-

ORGANIZATIONAL MISSION STATEMENT

To increase awareness of the CDBG program through elected officials and local service providers in order to benefit our low to moderate income residents thereby enhancing their quality of life.

DESCRIPTION OF OPERATIONS

The Community Development Block Grant division is directly supervised by the Coordinator of Community Development Block Grant who in turn reports to the Director of Planning. The CDBG program is responsible for coordinating all areas of the grant program funded each year by HUD. The Community Development Block Grant Coordinator monitors code enforcement, clearance/demolition activities, public service agency requests, capital improvements/drainage and the general administration of the program including reporting and monitoring forms as required.

Revenue Assumptions

This is an expenditure driven grant whereby revenue is recognized at the end of the month when expenditures are known and reimbursed from HUD.

===== FY 2015 ANNUAL BUDGET =====

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **CDBG FUND**

DIVISION: **COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

FUND NUMBER: **240-17-**

STRATEGIES	DIVISIONAL GOALS
1	Maintain existing property values through code monitoring & owner occupied rehab assistance.
3	Encourage additional service providers in assisting low income residents by providing operational funding.
4	Overall program development to achieve maximum compliance with National Objectives as set by the U.S. Dept. of Housing & Urban Development within the CDBG program.

PERFORMANCE INDICATORS				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
<input type="checkbox"/> Coordinate funding of activities for Public Service Projects.	100%	100%	100%	100%
<input type="checkbox"/> Provide necessary administrative activities to coordinate the implementation of CDBG funded Public Works projects.	75%	100%	75%	100%
<input type="checkbox"/> Provide necessary administrative activities to coordinate the implementation of CDBG funded Parks and Recreation projects.	50%	100%	50%	100%
<input type="checkbox"/> Provide assistance and information regarding the CDBG activities upon request from citizens.	90%	100%	90%	100%
<input type="checkbox"/> Ensure timely expenditure of CDBG Grant Funds as prescribed by HUD	95%	100%	95%	100%

ACTIVITY MEASURES				
	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2014 <u>Estimate</u>	FY 2015 <u>Budget</u>
Public Service Projects	5	5	5	5
Public Works Projects	1	1	1	1
Parks & Recreation Project	2	0	0	1

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

		FUND 240-17				
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
		<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
				<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
REVENUES BY SOURCE						
INTERGOVERNMENTAL REVENUE						
240-17-210	46000 Grants - 2009 Program Year	-	-	-	-	-
240-17-211	46000 Grants - 2010 Program Year	54,538	12,000	12,000	-	-
240-17-212	46000 Grants - 2011 Program Year	61,491	-	-	-	-
240-17-213	46000 Grants - 2012 Program Year	179,726	92,000	92,000	95,355	69,934
240-17-214	46000 Grants - 2013 Program Year	-	350,000	365,549	323,148	35,000
240-17-215	46000 Grants - 2014 Program Year	-	-	-	-	330,211
	Total Intergovernmental Revenue	295,755	454,000	469,549	418,503	435,145
OTHER REVENUE						
240-17	49000 Interest Earnings	-	-	-	-	-
	Total Other Revenue	0	0	0	0	0
TOTAL REVENUES AND RESOURCES		295,755	454,000	469,549	418,503	435,145
EXPENDITURES						
PERSONNEL						
240-17-210	Grants - 2009 Program Year	-	-	-	-	-
240-17-211	Grants - 2010 Program Year	-	-	-	-	-
240-17-212	Grants - 2011 Program Year	-	-	-	-	-
240-17-213	Grants - 2012 Program Year	24,973	-	-	-	-
240-17-214	Grants - 2013 Program Year	-	50,000	50,000	15,000	-
240-17-215	Grants - 2014 Program Year	-	-	-	-	99,500
	Total Personnel	24,973	50,000	50,000	15,000	99,500
COMMODITIES						
240-17-210	Grants - 2009 Program Year	-	-	-	-	-
240-17-211	Grants - 2010 Program Year	-	-	-	-	-
240-17-212	Grants - 2011 Program Year	-	-	-	-	-
240-17-213	Grants - 2012 Program Year	-	-	-	-	-
240-17-214	Grants - 2013 Program Year	-	-	-	-	-
240-17-215	Grants - 2014 Program Year	-	-	-	-	-
	Total Commodities	0	0	0	0	0
CONTRACTURAL SERVICES						
240-17-210	Grants - 2009 Program Year	-	-	-	-	-
240-17-211	Grants - 2010 Program Year	-	-	-	-	-
240-17-212	Grants - 2011 Program Year	-	-	-	-	-
240-17-213	Grants - 2012 Program Year	154,752	-	1,059	-	-
240-17-214	Grants - 2013 Program Year	-	212,500	214,500	207,099	-
240-17-215	Grants - 2014 Program Year	-	-	-	-	166,025
	Total Contractual Services	154,752	212,500	215,559	207,099	166,025
OTHER SERVICES						
240-17-210	Grants - 2009 Program Year	-	-	-	-	-
240-17-211	Grants - 2010 Program Year	-	-	-	-	-
240-17-212	Grants - 2011 Program Year	-	-	-	-	-
240-17-213	Grants - 2012 Program Year	-	-	-	-	-
240-17-214	Grants - 2013 Program Year	-	-	-	-	-
240-17-215	Grants - 2014 Program Year	-	-	-	-	-
	Total Other Services	0	0	0	0	0
CAPITAL OUTLAY						
240-17-210	Grants - 2009 Program Year	-	-	-	-	-
240-17-211	Grants - 2010 Program Year	54,538	12,000	12,000	-	-
240-17-212	Grants - 2011 Program Year	61,487	-	-	-	-
240-17-213	Grants - 2012 Program Year	-	92,000	92,000	95,355	69,934
240-17-214	Grants - 2013 Program Year	-	87,500	101,049	101,049	35,000
240-17-215	Grants - 2014 Program Year	-	-	-	-	64,686
	Total Capital Outlay	116,025	191,500	205,049	196,404	169,620
TOTAL EXPENDITURES		295,751	454,000	470,608	418,503	435,145
REVENUES OVER/(UNDER) EXPENDITURES		4	0	(1,059)	0	0
BEGINNING BALANCE JULY 1		0	2,648	4	4	4
ENDING BALANCE JUNE 30		4	2,648	(1,055)	4	4

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
GRANTS FUND**

FUND 230

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year-End Estimate</u>	<u>Proposed Budget</u>
REVENUES AND RESOURCES					
OTHER REVENUES					
13-230-46002 Crime Victim			47,993	47,993	49,129
13-230-46005 Bullet Proof Vest			3,228	4,350	4,350
13-230-46009 FB HIDTA Overtime			5,000	6,191	5,000
13-230-46013 COPS			311,505	236,750	38,471
13-230-46018 Houston HIDTA Overtime			16,100	16,433	16,100
13-230-46019 Motorcycle Shed			10,104	10,104	
13-230-46020 Step 2014 Wave DWI			10,700	10,700	
13-230-46105 Auto Burglary-Theft			146,363	146,363	146,363
13-230-46111 Victim Coordinator & Liaison			31,200	23,733	
13-120-46112 Tobacco Enforcement				1,875	
13-230-49904 Transfer from Fund 101			58,708	59,356	
14-230-46014 UASI 2013 Radios/Consolettes				292,532	
14-230-46010 FB County Training	-	-	12,000	12,000	12,000
Total Other Revenues	0	0	652,901	868,380	271,413
TOTAL REVENUES AND RESOURCE	0	0	652,901	868,380	271,413
EXPENDITURES					
PERSONNEL					
13-230-51999 Grant Personnel Cost			561,661	466,890	247,863
14-230-51999 Grant Personnel Cost	-	-	12,000	12,000	12,000
Total Personnel	-	-	573,661	478,890	259,863
COMMODITIES					
13-230-52031 Auto Burglary-Theft			58,274	58,274	
13-230-52075 Motorcycle Shed			10,538	11,186	
13-230-52076 Bullet Proof Vest			3,228	4,350	4,350
13-230-52080 Houston HIDTA			7,200	7,560	7,200
13-120-52082 Tobacco Enforcement				1,875	
13-120-52084 Victim Coordinator & Liaison				13,713	
14-230-52077 UASI 2013 Radios/Consolettes	-	-	-	292,532	-
Total Commodities	0	0	79,240	389,490	11,550
TOTAL EXPENDITURES	0	0	652,901	868,380	271,413
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0	0	0
BEGINNING BALANCE JULY 1	0	0	0	0	0
FUND BALANCE JUNE 30	0	0	0	0	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
MCTV FACILITIES/EQUIPMENT FUND**

FUND 224-10-259

		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
		<u>Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year-End Estimate</u>	<u>Proposed Budget</u>
REVENUES BY SOURCE						
	OTHER REVENUE					
49000	Interest Earnings	(2,567)	1,500	1,500	5,610	1,655
45005	Cable/Video In-Kind Fees	<u>151,583</u>	<u>145,000</u>	<u>145,000</u>	<u>149,510</u>	<u>140,000</u>
	Total Other Revenue	149,016	146,500	146,500	155,120	141,655
	Total Revenues	149,016	146,500	146,500	155,120	141,655
	TOTAL REVENUES AND RESOURCES	149,016	146,500	146,500	155,120	141,655
EXPENDITURES						
	COMMODITIES					
52004	Minor Tools & Equipment	<u>15,090</u>	<u>58,112</u>	<u>59,037</u>	<u>59,000</u>	<u>68,061</u>
	Total Commodities	15,090	58,112	59,037	59,000	68,061
	CONTRACTUAL SERVICES					
53005	Service Agreements/Repairs	<u>16,320</u>	<u>33,400</u>	<u>33,400</u>	<u>33,000</u>	<u>65,000</u>
	Total Contractual Services	16,320	33,400	33,400	33,000	65,000
	CAPITAL OUTLAY					
75001	Equipment - Computer	16,419	-	-	-	-
75002	Information Systems	-	-	-	-	-
75005	Furniture & Equip (Office)	<u>13,301</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
	Total Capital Outlay	29,720	0	0	0	1,500
	Total Expenditures	61,130	91,512	92,437	92,000	134,561
	TOTAL APPROPRIATIONS/ EXPENDITURES	61,130	91,512	92,437	92,000	134,561
	REVENUES OVER/(UNDER) EXPENDITURES	87,886	54,988	54,063	63,120	7,094
	BEGINNING BALANCE JULY 1	180,247	256,891	268,133	268,133	331,253
	ENDING BALANCE JUNE 30	268,133	311,879	322,196	331,253	338,347

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
DONATIONS FUND**

FUND 231

	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
REVENUES AND RESOURCES					
OTHER REVENUES					
10-109-49007 Donations - Economic Development				13,000	
13-120-49201 Donations - Police			27,778	27,778	5,000
14-130-49300 Donations - Fire			12,500	12,120	12,000
15-148-49411 Donations - Animal Control			2,150	2,500	1,000
16-150-49510 Donations - Urban Forestry			18,203	18,369	9,385
16-231-49516 Donations - Mayor's Youth Commission			2,546	3,146	5,000
16-152-49517 Donations - Recreation				5,000	
16-231-49518 Donations - Public Works Admin	-	-	-	-	2,000
Total Other Revenues	0	0	63,177	81,913	34,385
TOTAL REVENUES AND RESOURCES	0	0	63,177	81,913	34,385
EXPENDITURES					
COMMODITIES					
10-109-52019 Donation Purchases - Economic Development				13,000	
13-120-52019 Donation Purchases - Police			17,500	5,000	5,000
14-130-52019 Donation Purchases - Fire Administration			15,000	12,120	12,000
15-148-52019 Donation Purchases - Animal Control			2,023	2,500	1,000
16-150-52081 Donation Purchases - Urban Forestry			18,203	13,472	14,282
16-150-52019 Donation Purchases - Recreation				5,000	
15-140-52019 Donation Purchases - Public Works Admin					2,000
16-231-52052 Donation Purchases - Mayor's Youth Commission	-	-	2,546	3,146	5,000
Total Commodities	0	0	55,272	54,238	39,282
TOTAL EXPENDITURES	0	0	55,272	54,238	39,282
REVENUES OVER/(UNDER) EXPENDITURES	0	0	7,905	27,675	(4,897)
BEGINNING BALANCE JULY 1	0	0	0	0	27,675
FUND BALANCE JUNE 30	0	0	7,905	27,675	22,778

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
MISSOURI CITY DEVELOPMENT AUTHORITY**

FUND 260-10-260

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Revised <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
OTHER REVENUE					
49000 Interest Earnings	-	-	-	-	-
Total Other Revenues	0	0	0	0	0
OTHER FINANCING RESOURCES					
49909 Transfer from TIRZ #1 Fund 261	20,000	20,000	20,000	20,000	20,000
49910 Transfer from TIRZ #2 Fund 262	20,000	20,000	20,000	20,000	20,000
49911 Transfer from TIRZ #3 Fund 265	20,000	20,000	20,000	20,000	20,000
49912 Transfer from PID #2 Fund 263	20,000	20,000	20,000	20,000	20,000
49914 Transfer from PID #4 Fund 266	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Other Financing Resources	100,000	100,000	100,000	100,000	100,000
Total Revenues and Resources	100,000	100,000	100,000	100,000	100,000
OTHER FINANCING USES					
90001 Transfer to General Fund-Admin/Legal	100,000	100,000	100,000	100,000	100,000
TOTAL APPROPRIATIONS/ EXPENDITURES	100,000	100,000	100,000	100,000	100,000
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0	0	0
BEGINNING BALANCE JULY 1	0	0	0	0	0
ENDING BALANCE JUNE 30	0	0	0	0	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TAX INCREMENTAL REINVESTMENT ZONE #1 (FIFTH STREET)**

FUND 261-10-261

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Revised <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
OPERATING REVENUES					
TIRZ REVENUES					
48501 Fort Bend County Incremental Taxes	331,137	853,128	853,128	302,051	303,818
48503 Missouri City Incremental Taxes	490,496	931,108	931,108	498,071	
49000 Interest Earnings	<u>(12,135)</u>	<u>3,000</u>	<u>3,000</u>	<u>3,500</u>	<u>3,500</u>
Total TIRZ Revenues	809,498	1,787,236	1,787,236	803,623	307,318
OTHER FINANCING RESOURCES					
49904 Transfer from General Fund (Incr. Taxes)	-	-	-	-	325,337
49915 Transfer from Debt Service (Incr. Taxes)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>165,389</u>
Total Other Financing Resources	0	0	0	0	490,726
Total Revenues and Resources	809,498	1,787,236	1,787,236	803,623	798,044
OPERATING EXPENSES					
BOND PRINCIPAL					
60002 2006 Bond Principal	<u>265,000</u>	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>285,000</u>
Total Bond Principal	265,000	275,000	275,000	275,000	285,000
BOND INTEREST					
61002 2006 Bond Interest	<u>235,380</u>	<u>224,780</u>	<u>224,780</u>	<u>224,780</u>	<u>213,505</u>
Total Bond Interest	235,380	224,780	224,780	224,780	213,505
CONTRACTUAL SERVICES					
53018 Bank Fees	<u>1,855</u>	<u>1,855</u>	<u>1,855</u>	<u>1,855</u>	<u>1,855</u>
Total Contractual Services	1,855	1,855	1,855	1,855	1,855
CAPITAL OUTLAY					
77002 Construction	<u>15,025</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	15,025	-	-	-	-
OTHER FINANCING USES					
90001 Transfer to General Fund	24,525	46,555	46,555	46,555	24,536
90002 Transfer to Development Authority Fund	20,000	20,000	20,000	20,000	20,000
TOTAL APPROPRIATIONS/ EXPENDITURES	561,785	568,190	568,190	568,190	544,896
REVENUES OVER/(UNDER) EXPENDITURES	247,713	1,219,046	1,219,046	235,433	253,147
BEGINNING BALANCE JULY 1	535,024	773,039	782,737	782,737	1,018,170
FUND BALANCE JUNE 30	782,737	1,992,085	2,001,783	1,018,170	1,271,317

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TAX INCREMENTAL REINVESTMENT ZONE #2 (VICKSBURG)**

FUND 262-10-262

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUES					
TIRZ REVENUES					
48501 Fort Bend County Incremental Taxes	515,790	860,347	860,347	583,970	591,972
48503 Missouri City Incremental Taxes	731,840	938,987	938,987	886,317	
49000 Interest Earnings	<u>(54,131)</u>	<u>25,000</u>	<u>25,000</u>	<u>26,000</u>	<u>25,000</u>
Total TIRZ Revenues	1,193,499	1,824,335	1,824,335	1,496,287	616,972
OTHER FINANCING RESOURCES					
49904 Transfer from General Fund (Incr. Taxes)	-	-	-	-	572,143
49915 Transfer from Debt Service (Incr. Taxes)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>290,857</u>
Total Other Financing Resources	0	0	0	0	863,000
Total Revenues and Resources	1,193,499	1,824,335	1,824,335	1,496,287	1,479,972
OPERATING EXPENSES					
CERT OF OBLIGATION PRINCIPAL					
62002 2009C Cert of Obligation Principal	265,000	275,000	275,000	275,000	215,000
62004 2010B Cert Of Obligation Principal	<u>150,000</u>	<u>162,563</u>	<u>162,563</u>	<u>162,563</u>	<u>155,000</u>
Total Cert of Obligation Principal	415,000	437,563	437,563	437,563	370,000
CERT OF OBLIGATION INTEREST					
63002 2009C Cert of Obligation Interest	170,513	155,000	155,000	155,000	154,313
63004 2010B Cert Of Obligation Interest	<u>36,892</u>	<u>34,752</u>	<u>34,752</u>	<u>34,752</u>	<u>32,038</u>
Total Cert of Obligation Interest	207,405	189,752	189,752	189,752	186,350
CONTRACTUAL SERVICES					
53018 Bank Fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Contractual Services	1,000	1,000	1,000	1,000	1,000
OTHER SERVICES					
54045 Audit Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,350</u>	<u>-</u>
Total Other Services	-	-	-	3,350	-
CAPITAL OUTLAY					
77002 Construction	-	-	-	401,409	-
76011 Reimbursement	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>
Total Capital Outlay	0	0	0	1,401,409	0
OTHER FINANCING USES					
90001 Transfer to General Fund	36,592	46,949	46,949	46,949	43,150
90002 Transfer to Development Authority Fund	20,000	20,000	20,000	20,000	20,000
TOTAL APPROPRIATIONS/ EXPENDITURES	679,997	695,264	695,264	2,100,023	620,500
REVENUES OVER/(UNDER) EXPENDITURES	513,502	1,129,070	1,129,070	(603,736)	859,471
BEGINNING BALANCE JULY 1	3,305,447	3,873,173	3,818,949	3,818,949	3,215,213
FUND BALANCE JUNE 30	3,818,949	5,002,243	4,948,019	3,215,213	4,074,684

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TAX INCREMENT REINVESTMENT ZONE #3**

FUND 265-10-265

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
TIRZ REVENUES					
48501 Fort Bend County Incremental Taxes	243,572	541,664	541,664	252,865	250,106
48503 Missouri City Incremental Taxes	331,776	591,175	591,175	362,697	
48504 Houston Community College Incremental Taxes	55,695	62,700	62,700	57,742	63,516
48505 Sienna LID Incremental Taxes	276,942	299,250	299,250	255,401	268,171
49000 Interest Earnings	<u>(17,693)</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total TIRZ Revenues	890,292	1,509,789	1,509,789	943,704	596,793
OTHER FINANCING RESOURCES					
49904 Transfer from General Fund (Incr. Taxes)	-	-	-	-	224,370
49915 Transfer from Debt Service (Incr. Taxes)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>114,061</u>
Total Other Financing Resources	0	0	0	0	338,431
Total Revenues and Resources	890,292	1,509,789	1,509,789	943,704	935,224
OPERATING EXPENSES					
CAPITAL OUTLAY					
77002 Construction	<u>609,078</u>	<u>613,124</u>	<u>613,124</u>	<u>613,124</u>	<u>619,228</u>
Total Capital Outlay	609,078	613,124	613,124	613,124	619,228
OTHER FINANCING USES					
90001 Transfer to General Fund	16,589	29,559	29,559	29,559	16,922
90002 Transfer to Development Authority Fund	20,000	20,000	20,000	20,000	20,000
TOTAL EAPPROPRIATIONS/ EXPENDITURES	645,667	662,683	662,683	662,683	656,150
REVENUES OVER/(UNDER) EXPENDITURES	244,625	847,107	847,107	281,022	279,075
BEGINNING BALANCE JULY 1	1,096,726	1,336,906	1,341,351	1,341,351	1,622,373
FUND BALANCE JUNE 30	1,341,351	2,184,013	2,188,458	1,622,373	1,901,448

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
PUBLIC IMPROVEMENT DISTRICT #2 (VICKSBURG)**

FUND 263-10-263

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
PID REVENUES					
41012 Special Assessments	446,979	490,000	490,000	506,149	521,333
49000 Interest Earnings	<u>(17,944)</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
Total PID Revenues	429,035	500,500	500,500	516,649	531,833
OTHER FINANCING RESOURCES					
48211 Proceeds - Sale of Certificates of Obligation	-	-	-	-	-
48212 C. O. Premium	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Resources	0	0	0	0	0
Total Revenues and Resources	429,035	500,500	500,500	516,649	531,833
OPERATING EXPENSES					
CERT OF OBLIGATION PRINCIPAL					
62005 2010A Certificate Of Principal	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>75,000</u>
Total Cert of Obligation Principal	95,000	95,000	95,000	95,000	75,000
CERT OF OBLIGATION INTEREST					
63005 2010A Certificate Of Principal Expense	<u>236,075</u>	<u>234,175</u>	<u>234,175</u>	<u>234,175</u>	<u>232,275</u>
Total Cert of Obligation Interest	236,075	234,175	234,175	234,175	232,275
OTHER SERVICES					
54044 Miscellaneous Expenses	-	-	-	-	-
53018 Bank Fees	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Other Services	500	500	500	500	500
CAPITAL OUTLAY					
76011 Reimbursement	-	-	-	1,000,000	-
77002 Construction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	0	0	0	1,000,000	0
OTHER FINANCING USES					
90001 Transfer to General Fund	-	-	-	-	-
90002 Transfer to Development Authority Fund	20,000	20,000	20,000	20,000	20,000
TOTAL EAPPROPRIATIONS/ EXPENDITURES	351,575	349,675	349,675	1,349,675	327,775
REVENUES OVER/(UNDER) EXPENDITURES	77,460	150,825	150,825	(833,026)	204,058
BEGINNING BALANCE JULY 1	1,168,734	1,317,659	1,246,194	1,246,194	413,168
FUND BALANCE JUNE 30	1,246,194	1,468,484	1,397,019	413,168	617,226

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
PUBLIC IMPROVEMENT DISTRICT #4 (CREEKMONT)**

FUND 266-10-266

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
PID REVENUES					
41012 Special Assessments	441,417	372,672	372,672	400,605	400,605
49000 Interest Earnings	(7,178)	1,000	1,000	1,700	1,700
Total PID Revenues	434,239	373,672	373,672	402,305	402,305
OTHER FINANCING RESOURCES					
48211 Proceeds - Sale of Certificates of Obligation	-	-	-	-	-
Total Other Financing Resources	0	0	0	0	0
Total Revenues and Resources	434,239	373,672	373,672	402,305	402,305
OPERATING EXPENSES					
CERT OF OBLIGATION PRINCIPAL					
62003 2009A Cert of Obligation Principal	120,000	125,000	125,000	125,000	130,000
Total Cert of Obligation Principal	120,000	125,000	125,000	125,000	130,000
CERT OF OBLIGATION INTEREST					
63003 2009A Cert of Obligation Interest	265,899	262,299	262,299	262,299	258,236
Total Cert of Obligation Interest	265,899	262,299	262,299	262,299	258,236
CONTRACTUAL SERVICES					
53018 Bank Fees	500	500	500	500	-
Total Contractual Services	500	500	500	500	-
OTHER SERVICES					
54044 Miscellaneous Expenses	-	-	-	-	-
Total Other Services	-	-	-	-	-
CAPITAL OUTLAY					
77002 Construction	-	-	-	-	-
Total Capital Outlay	0	0	0	0	0
OTHER FINANCING USES					
90002 Transfer to Development Authority Fund	20,000	20,000	20,000	20,000	20,000
TOTAL EAPPROPRIATIONS/ EXPENDITURES	406,399	407,799	407,799	407,799	408,236
REVENUES OVER/(UNDER) EXPENDITURES	27,840	(34,127)	(34,127)	(5,494)	(5,931)
BEGINNING BALANCE JULY 1	151,028	185,910	178,868	178,868	173,374
FUND BALANCE JUNE 30	178,868	151,783	144,741	173,374	167,443

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
HOTEL OCCUPANCY TAX FUND**

FUND 575-55-575

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Revised <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
OPERATING REVENUES					
OTHER TAXES					
42006 Hotel Occupancy Tax	49,765	52,000	52,000	120,885	174,000
Total Other Taxes	49,765	52,000	52,000	120,885	174,000
OTHER INCOME					
49000 Interest Income	(740)	200	200	1,200	2,600
Total Other Income	(740)	200	200	1,200	2,600
Total Revenues and Resources	49,025	52,200	52,200	122,085	176,600
OPERATING EXPENSES					
OTHER FINANCING SERVICES					
90001 Transfer to 101 (General Fund)				5,388	6,300
Total Other Financing Services	0	0	0	5,388	6,300
TOTAL APPROPRIATIONS/ EXPENDITURES	0	0	0	5,388	6,300
REVENUES OVER/(UNDER) EXPENDITURES	49,025	52,200	52,200	116,697	170,300
BEGINNING BALANCE JULY 1	23,162	70,961	72,187	72,187	188,884
FUND BALANCE JUNE 30	72,187	123,161	124,387	188,884	359,184



DEBT SERVICE FUND
DETAIL OF REVENUES, EXPENDITURES AND FUND BALANCE

					301-30-301
	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
REVENUES BY SOURCE					
AD VALOREM TAXES & PENALTIES					
41001 Taxes Current	7,343,881	7,768,400	7,768,400	7,724,372	9,212,428
41002 Taxes Delinquent	108,327	200,000	200,000	153,555	160,000
41003 Penalties	<u>61,670</u>	<u>60,000</u>	<u>60,000</u>	<u>53,475</u>	<u>58,000</u>
Total Ad Valorem Taxes & Penalties	7,513,878	8,028,400	8,028,400	7,931,402	9,430,428
OTHER REVENUE					
49000 Interest Income	(175,482)	100,000	100,000	135,156	135,000
49602 Accrued Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,354</u>	<u>-</u>
Total Other Revenue	(175,482)	100,000	100,000	151,510	135,000
TOTAL REVENUES	7,338,396	8,128,400	8,128,400	8,082,912	9,565,428
OTHER FINANCING SOURCES					
49926 Transfer from Utility Fund princ/int	326,160	336,020	336,020	116,374	118,049
48212 Bond Premium	0	0	0	439,215	0
48201 Proceeds from sale of bonds	<u>0</u>	<u>0</u>	<u>0</u>	<u>85,000</u>	<u>0</u>
Total Other Financing Resources	326,160	336,020	336,020	640,588	118,049
TOTAL REVENUES & RESOURCES	7,664,555	8,464,420	8,464,420	8,723,500	9,683,477
EXPENDITURES					
65001 Paying Agent/Registrar	7,050	6,500	6,499	5,050	
Bond Principal	4,650,000	4,815,000	4,885,000	4,881,500	4,373,250
Bond Interest	2,639,614	2,500,131	2,473,876	2,491,046	2,396,855
Certificates of Oblig Principal	481,680	786,378	517,938	517,953	592,281
Certificates of Oblig Interest	542,158	541,675	384,774	426,827	417,586
Tax Notes Principal	250,000		255,000	255,000	260,000
Tax Notes Interest	25,988		21,862	21,863	17,655
Capital Leases Principal	11,785	68,933	68,933	68,953	70,004
Capital Leases Interest	0	12,128	12,129	12,128	11,077
Debt Issuance Expense	11,048	0	0	459,655	0
Underwriters Discount	<u>-</u>	<u>-</u>	<u>-</u>	<u>61,147</u>	<u>-</u>
Total Expenditures	8,619,322	8,730,745	8,626,011	9,201,122	8,138,709
OTHER FINANCING USES*					
90003 Transfer to TIRZ #1 Fund	0	0	0	0	165,389
90004 Transfer to TIRZ #2 Fund	0	0	0	0	290,857
90007 Transfer to TIRZ #3 Fund	0	0	0	0	114,061
TOTAL APPROPRIATIONS & EXPENDITURES	8,619,322	8,730,745	8,626,011	9,201,122	8,709,016
NET REVENUES OVER/(UNDER) EXPENDITURE:	(954,766)	(266,325)	(161,591)	(477,621)	974,461
BEGINNING FUND BALANCE JULY 1	6,704,908	6,054,602	5,750,142	5,750,142	5,272,521
ENDING FUND BALANCE JUNE 30	5,750,142	5,788,277	5,588,551	5,272,521	6,246,982

**SCHEDULE OF INDEBTEDNESS - GENERAL GOVERNMENT
AS OF JULY 1, 2014**

<u>Description</u>	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Term- Years</u>	<u>Maturity Date</u>	<u>Original Issue</u>	<u>Outstanding 07-01-2014</u>
2004 General Obligation Bonds	*4.7304330	05-15-04	20	06-15-2024	7,970,000.00	805,000.00
2004 Certificates of Obligation	*4.7885190	05-15-04	20	06-15-2024	1,500,000.00	905,000.00
2005 General Obligation Bonds	*4.0764555	12-06-05	20	06-15-2026	5,440,000.00	1,660,000.00
2005 Certificates of Obligation	*4.1300101	12-06-05	20	06-15-2026	4,335,000.00	945,000.00
2007 General Obligation Bonds	*3.9347150	04-05-07	20	06-15-2027	9,910,000.00	7,340,000.00
2008 General Obligation Bonds	*4.1202192	02-20-08	20	06-15-2028	5,700,000.00	4,530,000.00
2008 Certificates of Obligation	*4.1062825	02-20-08	20	06-15-2028	2,395,000.00	1,900,000.00
2008A General Obligation Bonds	*4.6536000	09-02-08	20	06-15-2028	21,084,994.40	16,510,000.00
2008A Certificates of Obligation	*4.7085000	09-02-08	20	06-15-2028	14,514,997.30	5,303,199.21
2009 General Obligation Refunding Bonds	*2.1919272	12-08-09	8	06-15-2016	7,570,000.00	1,210,000.00
2010 General Obligation Bonds	*3.7609390	03-12-10	20	06-15-2029	9,500,000.00	8,000,000.00
2010 General Obligation Refunding Bonds	*2.608064	05-26-10	8	06-15-2018	4,755,000.00	2,740,000.00
2010A General Obligation Bonds	*3.443547	11-02-10	20	06-15-2031	9,405,000.00	7,990,000.00
2011 Tax Note	*1.650000	11-15-11	7	06-15-2018	1,730,000.00	1,070,000.00
2012 General Obligation Bonds	*1.949603	11-13-12	20	06-15-2032	1,400,000.00	1,280,000.00
2013 General Obligation Refunding Bonds	*2.891734	08-21-13	13	06-15-2026	8,730,000.00	8,227,000.00
2014 General Obligation Bonds	*3.130914	02-18-14	20	06-15-2033	1,740,000.00	1,740,000.00
2014 Certificates of Obligation	*3.031288	02-18-14	20	06-15-2033	990,000.00	990,000.00
2013 Capital Lease - Defibrillators US Bank Equipment Finance	*0.000000	03-22-13	5	02-22-2018	176,768.00	129,629.92
2013 Capital Lease - Fire Truck Oshkosh Capital	*3.130000	01-07-13	10	01-07-2023	384,490.00	350,890.90
TOTAL					\$119,231,249.70	\$73,625,720.03

*Effective Interest Rate.

**This schedule only includes debt for General Government. Other obligations are included in a separate schedule which include 2009B Certificates of Obligation which have been issued for construction of facilities included in Enterprise Funds, the 2006 Revenue Bonds which are paid out of the Tax Increment Reinvestment Zone (TIRZ #1) Fund, the 2009A Combination Tax & Revenue Certificates of Obligation which are paid out of Public Improvement District (PID#4) Fund, the 2009 C Combination Tax & Revenue Certificates of Obligation which are paid out of Tax Increment Reinvestment Zone (TIRZ #2) Fund, the 2010A Certificates of Obligation which are paid out of Public Improvement District (PID #2) Fund, and the 2010E Certificates of Obligation which are paid out of Tax Increment Reinvestment Zone (TIRZ #2) Fund. A separate schedule follows for these other debt issues.

**SCHEDULE OF TOTAL INDEBTEDNESS AND INTEREST BY YEAR-GENERAL GOVERNMENT
AS OF JULY 1, 2014**

<u>Year</u>	<u>Principal Requirements</u>	<u>Interest Requirements</u>	<u>Total Requirements</u>
2014-2015	5,295,535.63	2,843,173.27	8,138,708.90
2015-2016	5,478,030.87	2,661,471.86	8,139,502.73
2016-2017	5,259,060.06	2,472,412.61	7,731,472.67
2017-2018	5,417,257.81	2,294,636.58	7,711,894.39
2018-2019	4,459,871.02	2,112,740.31	6,572,611.33
2019-2020	4,672,758.55	1,949,459.94	6,622,218.49
2020-2021	4,828,766.64	1,772,007.98	6,600,774.62
2021-2022	5,007,396.46	1,589,812.45	6,597,208.91
2022-2023	5,201,067.10	1,395,929.15	6,596,996.25
2023-2024	5,354,302.36	1,184,833.47	6,539,135.83
2024-2025	4,878,459.45	958,977.71	5,837,437.16
2025-2026	5,056,698.67	752,318.85	5,809,017.52
2026-2027	4,532,687.89	537,110.13	5,069,798.02
2027-2028	3,976,427.11	339,580.86	4,316,007.97
2028-2029	1,857,248.46	159,711.62	2,016,960.08
2029-2030	1,175,151.95	81,840.55	1,256,992.50
2030-2031	720,000.00	43,312.50	763,312.50
2031-2032	260,000.00	16,100.00	276,100.00
2032-2033	<u>195,000.00</u>	<u>7,312.50</u>	<u>202,312.50</u>
TOTAL	73,625,720.03	23,172,742.34	96,798,462.37

Note: Includes general obligation bonds, certificates of deposit and contractual lease-purchase obligations.

**SCHEDULE OF INDEBTEDNESS - UTILITIES AND OTHER FUNDS
AS OF JULY 1, 2014**

<u>Description</u>	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Term- Years</u>	<u>Maturity Date</u>	<u>Original Issue</u>	<u>Outstanding 07-01-2014</u>
2006 Tax Increment Contract Revenue Bonds - TIRZ #1	*4.813749	07-20-06	20	06-15-2027	6,540,000.00	4,825,000.00
2009A Combination Tax & Revenue Certificates of Obligation - PID #4	*5.0675741	07-14-09	30	06-15-2024	5,630,000.00	5,345,000.00
2009B Certificates of Obligation - Surface Water Treatment Plant	*4.4624150	11-03-09	25	06-15-2035	46,595,000.00	43,025,000.00
2009C Combination Tax & Revenue Certificates of Obligation - TIRZ #2	*4.0273406	12-08-09	20	06-15-2028	5,260,000.00	3,885,000.00
2010A Combination Tax & Revenue Certificates of Obligation - PID #2	*4.026369	11-02-10	28	06-15-2038	6,235,000.00	5,850,000.00
2010B Combination Tax & Revenue Certificates of Obligation - TIRZ #2	*4.026369	11-02-10	11	06-15-2021	1,660,000.00	1,090,000.00
TOTAL					\$71,920,000.00	\$64,020,000.00

*Effective Interest Rate.

**This schedule does not include the debt of the General Government which is outlined on a prior page in this section.

The debt listed above is paid for by either user fees in Enterprise Funds, special assessments in Public Improvement District (PID) Funds, or incremental property tax collections in Tax Incremental Reinvestment Zone (TIRZ) Funds.

**SCHEDULE OF TOTAL INDEBTEDNESS AND INTEREST - UTILITIES & OTHER FUNDS
AS OF JULY 1, 2014**

<u>Year</u>	<u>Principal Requirements</u>	<u>Interest Requirements</u>	<u>Total Requirements</u>
2014-2015	2,130,000.00	2,929,716.66	5,059,716.66
2015-2016	2,210,000.00	2,850,459.12	5,060,459.12
2016-2017	2,280,000.00	2,779,775.72	5,059,775.72
2017-2018	2,375,000.00	2,691,929.86	5,066,929.86
2018-2019	2,475,000.00	2,585,538.16	5,060,538.16
2019-2020	2,585,000.00	2,473,911.42	5,058,911.42
2020-2021	2,700,000.00	2,354,824.62	5,054,824.62
2021-2022	2,830,000.00	2,228,521.26	5,058,521.26
2022-2023	2,960,000.00	2,095,371.26	5,055,371.26
2023-2024	3,095,000.00	1,955,871.26	5,050,871.26
2024-2025	3,235,000.00	1,828,326.26	5,063,326.26
2025-2026	3,365,000.00	1,694,501.26	5,059,501.26
2026-2027	3,510,000.00	1,554,400.02	5,064,400.02
2027-2028	3,175,000.00	1,386,256.26	4,561,256.26
2028-2029	2,955,000.00	1,232,831.26	4,187,831.26
2029-2030	2,980,000.00	1,088,731.26	4,068,731.26
2030-2031	3,130,000.00	942,075.00	4,072,075.00
2031-2032	3,280,000.00	788,000.00	4,068,000.00
2032-2033	3,440,000.00	626,512.50	4,066,512.50
2033-2034	3,610,000.00	456,368.76	4,066,368.76
2034-2035	3,785,000.00	277,818.76	4,062,818.76
2035-2036	660,000.00	90,575.00	750,575.00
2036-2037	640,000.00	59,593.76	699,593.76
2037-2038	<u>615,000.00</u>	<u>29,331.26</u>	<u>644,331.26</u>
TOTAL	64,020,000.00	37,001,240.70	101,021,240.70

Note: Includes general obligation bonds, tax increment revenue bonds and certificates of obligation.

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2004 GENERAL OBLIGATION BONDS

Effective Interest Rate: 4.730433

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	17,512.50	395,000.00	17,512.50	430,025.00
2015-2016	<u>9,020.00</u>	<u>410,000.00</u>	<u>9,020.00</u>	<u>428,040.00</u>
TOTALS	26,532.50	805,000.00	26,532.50	858,065.00

**SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2004 CERTIFICATES OF OBLIGATION**

Effective Interest Rate: 4.788519

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	21,524.38	75,000.00	21,524.38	118,048.76
2015-2016	19,911.88	75,000.00	19,911.88	114,823.76
2016-2017	18,261.88	80,000.00	18,261.88	116,523.76
2017-2018	16,441.88	85,000.00	16,441.88	117,883.76
2018-2019	14,465.63	90,000.00	14,465.63	118,931.26
2019-2020	12,350.63	90,000.00	12,350.63	114,701.26
2020-2021	10,190.63	95,000.00	10,190.63	115,381.26
2021-2022	7,875.00	100,000.00	7,875.00	115,750.00
2022-2023	5,375.00	105,000.00	5,375.00	115,750.00
2023-2024	<u>2,750.00</u>	<u>110,000.00</u>	<u>2,750.00</u>	<u>115,500.00</u>
TOTALS	129,146.91	905,000.00	129,146.91	1,163,293.82

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2005 GENERAL OBLIGATION BONDS

Effective Interest Rate: 4.730433

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	32,102.50	245,000.00	32,102.50	309,205.00
2015-2016	27,447.50	260,000.00	27,447.50	314,895.00
2016-2017	22,507.50	270,000.00	22,507.50	315,015.00
2017-2018	17,377.50	280,000.00	17,377.50	314,755.00
2018-2019	11,952.50	295,000.00	11,952.50	318,905.00
2019-2020	<u>6,200.00</u>	<u>310,000.00</u>	<u>6,200.00</u>	<u>322,400.00</u>
TOTALS	117,587.50	1,660,000.00	117,587.50	1,895,175.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2005 CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.788519

<u>Year</u>	Gov. Interest <u>12-15</u>	Ent. Interest <u>12-15</u>	Gov. Principal <u>6-15</u>	Ent. Principal <u>6-15</u>	Gov. Interest <u>6-15</u>	Ent. Interest <u>6-15</u>	<u>Total</u>
2014-2015	17,133.50	4,679.00	147,000.00	28,000.00	17,133.50	4,679.00	218,625.00
2015-2016	14,522.00	3,965.50	168,000.00	32,000.00	14,522.00	3,965.50	236,975.00
2016-2017	11,498.00	3,139.50	189,000.00	36,000.00	11,498.00	3,139.50	254,275.00
2017-2018	8,095.50	2,210.50	210,000.00	40,000.00	8,095.50	2,210.50	270,612.00
2018-2019	<u>4,266.00</u>	<u>1,165.00</u>	<u>231,000.00</u>	<u>44,000.00</u>	<u>4,266.00</u>	<u>1,165.00</u>	<u>285,862.00</u>
TOTALS	55,515.00	15,159.50	945,000.00	180,000.00	55,515.00	15,159.50	1,266,349.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2007 GENERAL OBLIGATION BONDS

Effective Interest Rate: 3.99238708%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	143,312.50	435,000.00	143,312.50	721,625.00
2015-2016	134,612.50	455,000.00	134,612.50	724,225.00
2016-2017	125,512.50	480,000.00	125,512.50	731,025.00
2017-2018	116,512.50	495,000.00	116,512.50	728,025.00
2018-2019	107,231.25	515,000.00	107,231.25	729,462.50
2019-2020	97,575.00	540,000.00	97,575.00	735,150.00
2020-2021	87,315.00	560,000.00	87,315.00	734,630.00
2021-2022	76,535.00	580,000.00	76,535.00	733,070.00
2022-2023	65,297.50	605,000.00	65,297.50	735,595.00
2023-2024	53,500.00	630,000.00	53,500.00	737,000.00
2024-2025	40,900.00	655,000.00	40,900.00	736,800.00
2025-2026	27,800.00	680,000.00	27,800.00	735,600.00
2026-2027	<u>14,200.00</u>	<u>710,000.00</u>	<u>14,200.00</u>	<u>738,400.00</u>
TOTALS	1,090,303.75	7,340,000.00	1,090,303.75	9,520,607.50

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2008 GENERAL OBLIGATION BONDS

Effective Interest Rate: 4.1202192%

<u>Year</u>	<u>Interest 12-15</u>	<u>Principal 6-15</u>	<u>Interest 6-15</u>	<u>Total</u>
2014-2015	94,902.50	230,000.00	94,902.50	419,805.00
2015-2016	89,727.50	245,000.00	89,727.50	424,455.00
2016-2017	84,215.00	255,000.00	84,215.00	423,430.00
2017-2018	78,477.50	270,000.00	78,477.50	426,955.00
2018-2019	73,077.50	280,000.00	73,077.50	426,155.00
2019-2020	67,477.50	295,000.00	67,477.50	429,955.00
2020-2021	61,577.50	310,000.00	61,577.50	433,155.00
2021-2022	55,377.50	325,000.00	55,377.50	435,755.00
2022-2023	48,877.50	340,000.00	48,877.50	437,755.00
2023-2024	42,077.50	360,000.00	42,077.50	444,155.00
2024-2025	34,652.50	375,000.00	34,652.50	444,305.00
2025-2026	26,777.50	395,000.00	26,777.50	448,555.00
2026-2027	18,383.75	415,000.00	18,383.75	451,767.50
2027-2028	<u>9,461.25</u>	<u>435,000.00</u>	<u>9,461.25</u>	<u>453,922.50</u>
TOTALS	785,062.50	4,530,000.00	785,062.50	6,100,125.00

**SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2008 CERTIFICATES OF OBLIGATION**

Effective Interest Rate: 4.1062825%

<u>Year</u>	<u>Interest 12-15</u>	<u>Principal 6-15</u>	<u>Interest 6-15</u>	<u>Total</u>
2014-2015	38,493.75	95,000.00	38,493.75	171,987.50
2015-2016	36,356.25	100,000.00	36,356.25	172,712.50
2016-2017	34,106.25	105,000.00	34,106.25	173,212.50
2017-2018	32,268.75	110,000.00	32,268.75	174,537.50
2018-2019	30,343.75	120,000.00	30,343.75	180,687.50
2019-2020	28,093.75	125,000.00	28,093.75	181,187.50
2020-2021	25,750.00	130,000.00	25,750.00	181,500.00
2021-2022	23,150.00	135,000.00	23,150.00	181,300.00
2022-2023	20,450.00	145,000.00	20,450.00	185,900.00
2023-2024	17,550.00	150,000.00	17,550.00	185,100.00
2024-2025	14,456.25	160,000.00	14,456.25	188,912.50
2025-2026	11,156.25	165,000.00	11,156.25	187,312.50
2026-2027	7,650.00	175,000.00	7,650.00	190,300.00
2027-2028	<u>3,931.25</u>	<u>185,000.00</u>	<u>3,931.25</u>	<u>192,862.50</u>
TOTALS	323,756.25	1,900,000.00	323,756.25	2,547,512.50

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2008A GENERAL OBLIGATION BONDS

Effective Interest Rate: 4.6536%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	373,350.00	885,000.00	373,350.00	1,631,700.00
2015-2016	355,650.00	920,000.00	355,650.00	1,631,300.00
2016-2017	337,250.00	960,000.00	337,250.00	1,634,500.00
2017-2018	318,050.00	995,000.00	318,050.00	1,631,100.00
2018-2019	298,150.00	1,035,000.00	298,150.00	1,631,300.00
2019-2020	276,803.13	1,080,000.00	276,803.13	1,633,606.26
2020-2021	251,153.13	1,130,000.00	251,153.13	1,632,306.26
2021-2022	227,140.63	1,180,000.00	227,140.63	1,634,281.26
2022-2023	200,590.63	1,230,000.00	200,590.63	1,631,181.26
2023-2024	171,378.13	1,290,000.00	171,378.13	1,632,756.26
2024-2025	140,740.63	1,350,000.00	140,740.63	1,631,481.26
2025-2026	108,678.13	1,415,000.00	108,678.13	1,632,356.26
2026-2027	75,071.88	1,485,000.00	75,071.88	1,635,143.76
2027-2028	<u>38,875.00</u>	<u>1,555,000.00</u>	<u>38,875.00</u>	<u>1,632,750.00</u>
TOTALS	3,172,881.29	16,510,000.00	3,172,881.29	22,855,762.58

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2008A CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.7085%

<u>Year</u>	Gov. Interest <u>12-15</u>	Ent. Interest <u>12-15</u>	Gov. Principal <u>12-15</u>	Ent. Principal <u>12-15</u>	Gov. Interest <u>6-15</u>	Ent. Interest <u>6-15</u>	<u>Total</u>
2014-2015	118,422.86	165,974.02	235,281.32	329,718.68	118,422.86	165,974.02	1,133,793.76
2015-2016	113,613.44	159,233.44	245,691.99	344,308.01	113,613.44	159,233.44	1,135,693.76
2016-2017	108,595.82	152,201.06	256,102.67	358,897.33	108,595.82	152,201.06	1,136,593.76
2017-2018	103,390.82	144,906.06	264,431.21	370,568.79	103,390.82	144,906.06	1,131,593.76
2018-2019	97,977.62	137,319.26	276,924.03	388,075.97	97,977.62	137,319.26	1,135,593.76
2019-2020	92,245.62	129,285.64	287,334.70	402,665.30	92,245.62	129,285.64	1,133,062.51
2020-2021	86,003.52	120,537.11	299,827.52	420,172.48	86,003.52	120,537.11	1,133,081.26
2021-2022	79,187.57	110,984.31	314,402.47	440,597.53	79,187.57	110,984.31	1,135,343.76
2022-2023	71,950.02	100,840.61	328,977.41	461,022.59	71,950.02	100,840.61	1,135,581.26
2023-2024	64,169.85	89,936.41	343,552.36	481,447.64	64,169.85	89,936.41	1,133,212.51
2024-2025	55,813.22	78,224.29	360,209.45	504,790.55	55,813.22	78,224.29	1,133,075.01
2025-2026	47,036.29	65,923.10	378,948.67	531,051.33	47,036.29	65,923.10	1,135,918.76
2026-2027	37,690.06	52,824.01	397,687.89	557,312.11	37,690.06	52,824.01	1,136,028.13
2027-2028	27,638.55	38,736.45	416,427.11	583,572.89	27,638.55	38,736.45	1,132,750.00
2028-2029	16,968.30	23,781.70	437,248.46	612,751.54	16,968.30	23,781.70	1,131,500.00
2029-2030	<u>5,751.53</u>	<u>8,060.98</u>	<u>460,151.95</u>	<u>644,848.05</u>	<u>5,751.53</u>	<u>8,060.98</u>	<u>1,132,625.00</u>
TOTALS	1,126,455.06	1,578,768.44	5,303,199.21	7,431,800.79	1,126,455.06	1,578,768.44	18,145,447.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2009 GENERAL OBLIGATION REFUNDING BONDS

Effective Interest Rate: 2.1919272%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	21,175.00	605,000.00	21,175.00	647,350.00
2015-2016	<u>10,587.50</u>	<u>605,000.00</u>	<u>10,587.50</u>	<u>626,175.00</u>
TOTALS	31,762.50	1,210,000.00	31,762.50	1,273,525.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2010 GENERAL OBLIGATION BONDS

Effective Interest Rate: 3.7609390%

<u>Year</u>	<u>Interest</u> <u>12-15</u>	<u>Principal</u> <u>6-15</u>	<u>Interest</u> <u>6-15</u>	<u>Total</u>
2014-2015	149,671.88	385,000.00	149,671.88	684,343.76
2015-2016	143,896.88	400,000.00	143,896.88	687,793.76
2016-2017	137,896.88	420,000.00	137,896.88	695,793.76
2017-2018	131,596.88	440,000.00	131,596.88	703,193.76
2018-2019	124,996.88	460,000.00	124,996.88	709,993.76
2019-2020	116,946.88	480,000.00	116,946.88	713,893.76
2020-2021	108,546.88	500,000.00	108,546.88	717,093.76
2021-2022	99,171.88	525,000.00	99,171.88	723,343.76
2022-2023	88,671.88	545,000.00	88,671.88	722,343.76
2023-2024	77,771.88	570,000.00	77,771.88	725,543.76
2024-2025	66,371.88	600,000.00	66,371.88	732,743.76
2025-2026	54,371.88	625,000.00	54,371.88	733,743.76
2026-2027	41,871.88	655,000.00	41,871.88	738,743.76
2027-2028	28,771.88	680,000.00	28,771.88	737,543.76
2028-2029	<u>14,746.88</u>	<u>715,000.00</u>	<u>14,746.88</u>	<u>744,493.76</u>
TOTALS	1,385,303.20	8,000,000.00	1,385,303.20	10,770,606.40

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2010 GENERAL OBLIGATION REFUNDING BONDS

Effective Interest Rate: 2.608064%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	41,100.00	545,000.00	41,100.00	627,200.00
2015-2016	32,925.00	570,000.00	32,925.00	635,850.00
2016-2017	24,375.00	805,000.00	24,375.00	853,750.00
2017-2018	<u>12,300.00</u>	<u>820,000.00</u>	<u>12,300.00</u>	<u>844,600.00</u>
TOTALS	110,700.00	2,740,000.00	110,700.00	2,961,400.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2010A GENERAL OBLIGATION BONDS

Effective Interest Rate: 3.443547%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	141,000.00	470,000.00	141,000.00	752,000.00
2015-2016	136,300.00	470,000.00	136,300.00	742,600.00
2016-2017	131,600.00	470,000.00	131,600.00	733,200.00
2017-2018	124,550.00	470,000.00	124,550.00	719,100.00
2018-2019	117,500.00	470,000.00	117,500.00	705,000.00
2019-2020	110,450.00	470,000.00	110,450.00	690,900.00
2020-2021	103,400.00	470,000.00	103,400.00	676,800.00
2021-2022	94,000.00	470,000.00	94,000.00	658,000.00
2022-2023	84,600.00	470,000.00	84,600.00	639,200.00
2023-2024	75,200.00	470,000.00	75,200.00	620,400.00
2024-2025	65,800.00	470,000.00	65,800.00	601,600.00
2025-2026	56,400.00	470,000.00	56,400.00	582,800.00
2026-2027	47,000.00	470,000.00	47,000.00	564,000.00
2027-2028	37,600.00	470,000.00	37,600.00	545,200.00
2028-2029	28,200.00	470,000.00	28,200.00	526,400.00
2029-2030	18,800.00	470,000.00	18,800.00	507,600.00
2030-2031	<u>9,400.00</u>	<u>470,000.00</u>	<u>9,400.00</u>	<u>488,800.00</u>
TOTALS	1,381,800.00	7,990,000.00	1,381,800.00	10,753,600.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2011 TAX NOTE

Effective Interest Rate: 1.650000%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	8,827.50	260,000.00	8,827.50	277,655.00
2015-2016	6,682.50	265,000.00	6,682.50	278,365.00
2016-2017	4,496.25	270,000.00	4,496.25	278,992.50
2017-2018	<u>2,268.75</u>	<u>275,000.00</u>	<u>2,268.75</u>	<u>279,537.50</u>
TOTALS	22,275.00	1,070,000.00	22,275.00	1,114,550.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2012 GENERAL OBLIGATION BONDS

Effective Interest Rate: 1.949603%

<u>Year</u>	<u>Interest</u> <u>12-15</u>	<u>Principal</u> <u>6-15</u>	<u>Interest</u> <u>6-15</u>	<u>Total</u>
2014-2015	16,218.75	75,000.00	16,218.75	107,437.50
2015-2016	14,812.50	75,000.00	14,812.50	104,625.00
2016-2017	13,406.25	75,000.00	13,406.25	101,812.50
2017-2018	12,000.00	75,000.00	12,000.00	99,000.00
2018-2019	11,156.25	70,000.00	11,156.25	92,312.50
2019-2020	10,368.75	70,000.00	10,368.75	90,737.50
2020-2021	9,581.25	70,000.00	9,581.25	89,162.50
2021-2022	8,793.75	70,000.00	8,793.75	87,587.50
2022-2023	8,006.25	70,000.00	8,006.25	86,012.50
2023-2024	7,218.75	70,000.00	7,218.75	84,437.50
2024-2025	6,431.25	70,000.00	6,431.25	82,862.50
2025-2026	5,643.75	70,000.00	5,643.75	81,287.50
2026-2027	4,856.25	70,000.00	4,856.25	79,712.50
2027-2028	4,068.75	70,000.00	4,068.75	78,137.50
2028-2029	3,281.25	70,000.00	3,281.25	76,562.50
2029-2030	2,493.75	70,000.00	2,493.75	74,987.50
2030-2031	1,662.50	70,000.00	1,662.50	73,325.00
2031-2032	<u>831.25</u>	<u>70,000.00</u>	<u>831.25</u>	<u>71,662.50</u>
TOTALS	140,831.25	1,280,000.00	140,831.25	1,561,662.50

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2013 GENERAL OBLIGATION REFUNDING BONDS

Effective Interest Rate: 2.891734

<u>Year</u>	Gov. Interest <u>12-15</u>	Ent. Interest <u>12-15</u>	Gov. Principal <u>6-15</u>	Ent. Principal <u>6-15</u>	Gov. Interest <u>6-15</u>	Ent. Interest <u>6-15</u>	<u>Total</u>
2014-2015	139,163.13	7,324.38	33,250.00	1,750.00	139,163.13	7,324.38	327,975.00
2015-2016	138,830.63	7,306.88	33,250.00	1,750.00	138,830.63	7,306.88	327,275.00
2016-2017	138,498.13	7,289.38	441,750.00	23,250.00	138,498.13	7,289.38	756,575.00
2017-2018	131,871.88	6,940.63	451,250.00	23,750.00	131,871.88	6,940.63	752,625.00
2018-2019	125,103.13	6,584.38	460,750.00	24,250.00	125,103.13	6,584.38	748,375.00
2019-2020	118,191.88	6,220.63	760,000.00	40,000.00	118,191.88	6,220.63	1,048,825.00
2020-2021	106,791.88	5,620.63	1,097,250.00	57,750.00	106,791.88	5,620.63	1,379,825.00
2021-2022	90,333.13	4,754.38	1,140,000.00	60,000.00	90,333.13	4,754.38	1,390,175.00
2022-2023	73,233.13	3,854.38	1,182,750.00	62,250.00	73,233.13	3,854.38	1,399,175.00
2023-2024	52,535.00	2,765.00	1,220,750.00	64,250.00	52,535.00	2,765.00	1,395,600.00
2024-2025	28,120.00	1,480.00	698,250.00	36,750.00	28,120.00	1,480.00	794,200.00
2025-2026	<u>14,155.00</u>	<u>745.00</u>	<u>707,750.00</u>	<u>37,250.00</u>	<u>14,155.00</u>	<u>745.00</u>	<u>774,800.00</u>
TOTALS	1,156,826.88	60,885.63	8,227,000.00	433,000.00	1,156,826.88	60,885.63	11,095,425.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2014 GENERAL OBLIGATION BONDS

Effective Interest Rate: 3.130914%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	28,918.75	70,000.00	28,918.75	127,837.50
2015-2016	27,825.00	70,000.00	27,825.00	125,650.00
2016-2017	26,731.25	70,000.00	26,731.25	123,462.50
2017-2018	25,637.50	75,000.00	25,637.50	126,275.00
2018-2019	24,465.63	75,000.00	24,465.63	123,931.26
2019-2020	23,293.75	80,000.00	23,293.75	126,587.50
2020-2021	22,043.75	80,000.00	22,043.75	124,087.50
2021-2022	20,793.75	80,000.00	20,793.75	121,587.50
2022-2023	19,543.75	85,000.00	19,543.75	124,087.50
2023-2024	18,215.63	90,000.00	18,215.63	126,431.26
2024-2025	16,809.38	90,000.00	16,809.38	123,618.76
2025-2026	15,403.13	95,000.00	15,403.13	125,806.26
2026-2027	13,918.75	100,000.00	13,918.75	127,837.50
2027-2028	12,356.25	105,000.00	12,356.25	129,712.50
2028-2029	10,584.38	105,000.00	10,584.38	126,168.76
2029-2030	8,812.50	110,000.00	8,812.50	127,625.00
2030-2031	6,750.00	115,000.00	6,750.00	128,500.00
2031-2032	4,593.75	120,000.00	4,593.75	129,187.50
2032-2033	<u>2,343.75</u>	<u>125,000.00</u>	<u>2,343.75</u>	<u>129,687.50</u>
TOTALS	329,040.65	1,740,000.00	329,040.65	2,398,081.30

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2014 CERTIFICATES OF OBLIGATION

Effective Interest Rate: 3.031288%

<u>Year</u>	<u>Interest</u> <u>12-15</u>	<u>Principal</u> <u>6-15</u>	<u>Interest</u> <u>6-15</u>	<u>Total</u>
2014-2015	13,218.75	40,000.00	13,218.75	66,437.50
2015-2016	13,018.75	40,000.00	13,018.75	66,037.50
2016-2017	12,818.75	40,000.00	12,818.75	65,637.50
2017-2018	12,618.75	40,000.00	12,618.75	65,237.50
2018-2019	12,418.75	45,000.00	12,418.75	69,837.50
2019-2020	12,081.25	45,000.00	12,081.25	69,162.50
2020-2021	11,631.25	45,000.00	11,631.25	68,262.50
2021-2022	11,181.25	45,000.00	11,181.25	67,362.50
2022-2023	10,675.00	50,000.00	10,675.00	71,350.00
2023-2024	10,050.00	50,000.00	10,050.00	70,100.00
2024-2025	9,393.75	50,000.00	9,393.75	68,787.50
2025-2026	8,737.50	55,000.00	8,737.50	72,475.00
2026-2027	7,912.50	55,000.00	7,912.50	70,825.00
2027-2028	7,087.50	60,000.00	7,087.50	74,175.00
2028-2029	6,075.00	60,000.00	6,075.00	72,150.00
2029-2030	5,062.50	65,000.00	5,062.50	75,125.00
2030-2031	3,843.75	65,000.00	3,843.75	72,687.50
2031-2032	2,625.00	70,000.00	2,625.00	75,250.00
2032-2033	<u>1,312.50</u>	<u>70,000.00</u>	<u>1,312.50</u>	<u>72,625.00</u>
TOTALS	171,762.50	990,000.00	171,762.50	1,333,525.00

**SCHEDULE OF PRINCIPAL AND INTEREST BY CAPITAL LEASE
2013 DEFIBRILLATORS - US BANK EQUIPMENT FINANCE**

Effective Interest Rate: 0.000000%

<u>Year</u>	<u>Principal Yearly</u>	<u>Total</u>
2014-2015	35,353.56	35,353.56
2015-2016	35,353.56	35,353.56
2016-2017	35,353.56	35,353.56
2017-2018	<u>23,569.24</u>	<u>23,569.24</u>
TOTALS	129,629.92	129,629.92

SCHEDULE OF PRINCIPAL AND INTEREST BY CAPITAL LEASE
2013 FIRE TRUCK - OSHKOSH CAPITAL

Effective Interest Rate: 3.130000%

<u>Year</u>	<u>Interest</u> <u>01/07</u>	<u>Principal</u> <u>01/07</u>	<u>Total</u>
2014-2015	11,076.78	34,650.75	45,727.53
2015-2016	9,992.21	35,735.32	45,727.53
2016-2017	8,873.70	36,853.83	45,727.53
2017-2018	7,720.17	38,007.36	45,727.53
2018-2019	6,530.54	36,196.99	42,727.53
2019-2020	5,303.68	40,423.85	45,727.53
2020-2021	4,038.41	41,689.12	45,727.53
2021-2022	2,733.54	42,993.99	45,727.53
2022-2023	<u>1,387.84</u>	<u>44,339.69</u>	<u>45,727.53</u>
TOTALS	57,656.87	350,890.90	408,547.77

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2006 TIRZ #1 TAX INCREMENT REVENUE BONDS

Effective Interest Rate: 4.813749

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	106,752.50	285,000.00	106,752.50	498,505.00
2015-2016	100,838.75	295,000.00	100,838.75	496,677.50
2016-2017	94,643.75	310,000.00	94,643.75	499,287.50
2017-2018	88,056.25	325,000.00	88,056.25	501,112.50
2018-2019	81,150.00	335,000.00	81,150.00	497,300.00
2019-2020	73,821.88	350,000.00	73,821.88	497,643.76
2020-2021	66,165.63	365,000.00	66,165.63	497,331.26
2021-2022	58,181.25	380,000.00	58,181.25	496,362.50
2022-2023	49,631.25	400,000.00	49,631.25	499,262.50
2023-2024	40,631.25	415,000.00	40,631.25	496,262.50
2024-2025	31,293.75	435,000.00	31,293.75	497,587.50
2025-2026	21,506.25	455,000.00	21,506.25	498,012.50
2026-2027	<u>10,984.38</u>	<u>475,000.00</u>	<u>10,984.38</u>	<u>496,968.76</u>
TOTALS	823,656.89	4,825,000.00	823,656.89	6,472,313.78

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2009A PID #4 CERTIFICATES OF OBLIGATION

Effective Interest Rate: 5.0675741%

<u>Year</u>	<u>Interest</u> <u>12-15</u>	<u>Principal</u> <u>12-15</u>	<u>Interest</u> <u>6-15</u>	<u>Total</u>
2014-2015	129,118.13	130,000.00	129,118.13	388,236.26
2015-2016	126,843.13	135,000.00	126,843.13	388,686.26
2016-2017	124,143.13	140,000.00	124,143.13	388,286.26
2017-2018	121,343.13	145,000.00	121,343.13	387,686.26
2018-2019	118,443.13	150,000.00	118,443.13	386,886.26
2019-2020	115,368.13	155,000.00	115,368.13	385,736.26
2020-2021	112,074.38	160,000.00	112,074.38	384,148.76
2021-2022	108,554.38	170,000.00	108,554.38	387,108.76
2022-2023	104,729.38	175,000.00	104,729.38	384,458.76
2023-2024	100,704.38	185,000.00	100,704.38	386,408.76
2024-2025	96,356.88	195,000.00	96,356.88	387,713.76
2025-2026	91,725.63	205,000.00	91,725.63	388,451.26
2026-2027	86,703.13	215,000.00	86,703.13	388,406.26
2027-2028	81,328.13	225,000.00	81,328.13	387,656.26
2028-2029	75,703.13	235,000.00	75,703.13	386,406.26
2029-2030	69,828.13	245,000.00	69,828.13	384,656.26
2030-2031	63,550.00	260,000.00	63,550.00	387,100.00
2031-2032	56,887.50	270,000.00	56,887.50	383,775.00
2032-2033	49,968.75	285,000.00	49,968.75	384,937.50
2033-2034	42,665.63	300,000.00	42,665.63	385,331.26
2034-2035	34,978.13	315,000.00	34,978.13	384,956.26
2035-2036	26,906.25	335,000.00	26,906.25	388,812.50
2036-2037	18,321.88	350,000.00	18,321.88	386,643.76
2037-2038	<u>9,353.13</u>	<u>365,000.00</u>	<u>9,353.13</u>	<u>383,706.26</u>
TOTALS	1,965,597.60	5,345,000.00	1,965,597.60	9,276,195.20

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2009B SWTP (540) CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.4624150%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>12-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	1,019,675.00	1,270,000.00	1,019,675.00	3,309,350.00
2015-2016	994,275.00	1,320,000.00	994,275.00	3,308,550.00
2016-2017	974,475.00	1,360,000.00	974,475.00	3,308,950.00
2017-2018	947,275.00	1,415,000.00	947,275.00	3,309,550.00
2018-2019	911,900.00	1,485,000.00	911,900.00	3,308,800.00
2019-2020	874,775.00	1,560,000.00	874,775.00	3,309,550.00
2020-2021	835,775.00	1,640,000.00	835,775.00	3,311,550.00
2021-2022	794,775.00	1,720,000.00	794,775.00	3,309,550.00
2022-2023	751,775.00	1,805,000.00	751,775.00	3,308,550.00
2023-2024	706,650.00	1,895,000.00	706,650.00	3,308,300.00
2024-2025	668,750.00	1,975,000.00	668,750.00	3,312,500.00
2025-2026	629,250.00	2,050,000.00	629,250.00	3,308,500.00
2026-2027	588,250.00	2,135,000.00	588,250.00	3,311,500.00
2027-2028	534,875.00	2,240,000.00	534,875.00	3,309,750.00
2028-2029	478,875.00	2,355,000.00	478,875.00	3,312,750.00
2029-2030	420,000.00	2,470,000.00	420,000.00	3,310,000.00
2030-2031	358,250.00	2,595,000.00	358,250.00	3,311,500.00
2031-2032	293,375.00	2,725,000.00	293,375.00	3,311,750.00
2032-2033	225,250.00	2,860,000.00	225,250.00	3,310,500.00
2033-2034	153,750.00	3,000,000.00	153,750.00	3,307,500.00
2034-2035	<u>78,750.00</u>	<u>3,150,000.00</u>	<u>78,750.00</u>	<u>3,307,500.00</u>
TOTALS	13,240,725.00	43,025,000.00	13,240,725.00	69,506,450.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2009C TIRZ #2 COMBINATION TAX & REVENUE CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.0273406%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>6-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	77,156.25	215,000.00	77,156.25	369,312.50
2015-2016	73,393.75	225,000.00	73,393.75	371,787.50
2016-2017	69,456.25	230,000.00	69,456.25	368,912.50
2017-2018	65,431.25	240,000.00	65,431.25	370,862.50
2018-2019	61,231.25	250,000.00	61,231.25	372,462.50
2019-2020	57,012.50	255,000.00	57,012.50	369,025.00
2020-2021	51,912.50	265,000.00	51,912.50	368,825.00
2021-2022	46,612.50	280,000.00	46,612.50	373,225.00
2022-2023	41,012.50	290,000.00	41,012.50	372,025.00
2023-2024	35,212.50	300,000.00	35,212.50	370,425.00
2024-2025	29,025.00	315,000.00	29,025.00	373,050.00
2025-2026	22,331.25	325,000.00	22,331.25	369,662.50
2026-2027	15,425.00	340,000.00	15,425.00	370,850.00
2027-2028	<u>7,987.50</u>	<u>355,000.00</u>	<u>7,987.50</u>	<u>370,975.00</u>
TOTALS	653,200.00	3,885,000.00	653,200.00	5,191,400.00

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2010A PID #2 CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.026369%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>12-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	116,137.50	75,000.00	116,137.50	307,275.00
2015-2016	115,387.50	75,000.00	115,387.50	305,775.00
2016-2017	114,637.50	75,000.00	114,637.50	304,275.00
2017-2018	113,512.50	80,000.00	113,512.50	307,025.00
2018-2019	112,312.50	80,000.00	112,312.50	304,625.00
2019-2020	111,112.50	85,000.00	111,112.50	307,225.00
2020-2021	109,837.50	185,000.00	109,837.50	404,675.00
2021-2022	106,137.50	280,000.00	106,137.50	492,275.00
2022-2023	100,537.50	290,000.00	100,537.50	491,075.00
2023-2024	94,737.50	300,000.00	94,737.50	489,475.00
2024-2025	88,737.50	315,000.00	88,737.50	492,475.00
2025-2026	82,437.50	330,000.00	82,437.50	494,875.00
2026-2027	75,837.50	345,000.00	75,837.50	496,675.00
2027-2028	68,937.50	355,000.00	68,937.50	492,875.00
2028-2029	61,837.50	365,000.00	61,837.50	488,675.00
2029-2030	54,537.50	265,000.00	54,537.50	374,075.00
2030-2031	49,237.50	275,000.00	49,237.50	373,475.00
2031-2032	43,737.50	285,000.00	43,737.50	372,475.00
2032-2033	38,037.50	295,000.00	38,037.50	371,075.00
2033-2034	31,768.75	310,000.00	31,768.75	373,537.50
2034-2035	25,181.25	320,000.00	25,181.25	370,362.50
2035-2036	18,381.25	325,000.00	18,381.25	361,762.50
2036-2037	11,475.00	290,000.00	11,475.00	312,950.00
2037-2038	<u>5,312.50</u>	<u>250,000.00</u>	<u>5,312.50</u>	<u>260,625.00</u>
TOTALS	1,749,806.25	5,850,000.00	1,749,806.25	9,349,612.50

SCHEDULE OF PRINCIPAL AND INTEREST BY ISSUE
2010B TIRZ #2 CERTIFICATES OF OBLIGATION

Effective Interest Rate: 4.026369%

<u>Year</u>	Interest <u>12-15</u>	Principal <u>12-15</u>	Interest <u>6-15</u>	<u>Total</u>
2014-2015	16,018.95	155,000.00	16,018.95	187,037.90
2015-2016	14,491.43	160,000.00	14,491.43	188,982.86
2016-2017	12,532.23	165,000.00	12,532.23	190,064.46
2017-2018	10,346.80	170,000.00	10,346.80	190,693.60
2018-2019	7,732.20	175,000.00	7,732.20	190,464.40
2019-2020	4,865.70	180,000.00	4,865.70	189,731.40
2020-2021	<u>1,647.30</u>	<u>85,000.00</u>	<u>1,647.30</u>	<u>88,294.60</u>
TOTALS	67,634.61	1,090,000.00	67,634.61	1,225,269.22



**CAPITAL IMPROVEMENT FUNDS - GOVERNMENTAL
CONSOLIDATED SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
PROPOSED BUDGET FY 2015**

DESCRIPTION	CAPITAL PROJECT BONDS FUND	METRO PROJECTS FUND	OTHER PROJECTS FUND	TOTALS
REVENUES:				
INTERGOVERNMENTAL REVENUES				
Metro - 1/2 Sales Tax Rebate	0	3,120,000	0	3,120,000
Metro St. Maintenance & Trf Control	0	0	0	0
Transportation Grants	0			0
Park Grants	0	0	0	0
TOTAL INTERGOVERNMENTAL REVENUES	0	3,120,000	0	3,120,000
OTHER REVENUES				
Interest Earnings	45,000	35,000	6,500	86,500
Contributions from Developers	0	0	0	0
Other	0	0	0	0
TOTAL OTHER REVENUES	45,000	35,000	6,500	86,500
TOTAL REVENUES	45,000	3,155,000	6,500	3,206,500
OTHER FINANCING RESOURCES				
Transfer from General Fund	0	0	0	0
Transfer from Mustang Bayou Reg Water Fund	0	0	0	0
Transfer from Steepbank/Flatbank Reg WW Fund	0	0	0	0
Transfer from Surface Water Fund	0	0	0	0
Reimbursement from MUD's	0	0	0	0
Sale of Bonds	9,200,000	0	0	9,200,000
Sale of Certificates of Obligation	0	0	625,000	625,000
TOTAL REVENUES & RESOURCES	9,245,000	3,155,000	631,500	13,031,500
EXPENDITURES				
Cost of Sales	0	0	0	0
Public Safety	0	0	625,000	625,000
Drainage	250,000	0	0	250,000
Transportation	9,195,000	2,562,000	0	11,757,000
Parks	265,000	0	0	265,000
Facilities	85,055	0	0	85,055
Municipal Court	0	0	0	0
Metro Projects	0	0	0	0
Other Projects	0	0	0	0
Utility Construction	0	0	0	0
TOTAL EXPENDITURES	9,795,055	2,562,000	625,000	12,982,055
OTHER FINANCING USES				
Transfer to General Fund	0	800,000	0	800,000
TOTAL APPROPRIATIONS/ EXPENDITURES	9,795,055	3,362,000	625,000	13,782,055
NET REVENUES OVER/(UNDER) EXPENDI	(550,055)	(207,000)	6,500	(750,555)
BEGINNING FUND BALANCE JULY 1	983,081	1,583,037	106,247	2,672,365
ENDING FUND BALANCE JUNE 30	433,026	1,376,037	112,747	1,921,810

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
METRO PROJECTS FUND
401-40-401**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES & RESOURCES				
Interest Income	(27,217)	18,000	32,255	35,000
Miscellaneous	50,000	0	0	0
Metro - 1/2 cent sales tax rebate	<u>3,034,813</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,120,000</u>
Total Revenues	3,057,596	3,018,000	3,032,255	3,155,000
 TOTAL REVENUES & RESOURCES	 3,057,596	 3,018,000	 3,032,255	 3,155,000
EXPENDITURES				
Issuance Expense				
Public Safety				
Drainage				
Transportation	1,958,481	2,190,000	3,780,349	2,562,000
Parks				
Metro				
Other Projects				
General	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	1,958,481	2,190,000	3,780,349	2,562,000
OTHER FINANCING USES				
Transfer to General Fund	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
Total Other Financing Uses	800,000	800,000	800,000	800,000
 TOTAL APPROPRIATIONS/EXPENDITURES	 2,758,481	 2,990,000	 4,580,349	 3,362,000
NET REVENUES OVER/(UNDER) EXPENDITURES	299,115	28,000	(1,548,094)	(207,000)
BEGINNING FUND BALANCE JULY 1	2,832,016	1,092,352	3,131,131	1,583,037
ENDING FUND BALANCE JUNE 30	3,131,131	1,120,352	1,583,037	1,376,037

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
OTHER PROJECTS FUND
402-40-402**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES & RESOURCES				
Proceeds-Certificates of Obligation	0	1,015,000	990,000	625,000
C.O. Premium				
Interest Income	<u>3,035</u>	<u>5,000</u>	<u>6,270</u>	<u>6,500</u>
Total Revenues	3,035	1,020,000	996,270	631,500
OTHER FINANCING RESOURCES				
Transfer from Information Tech Maintenance Fund	<u>0</u>	<u>0</u>	<u>517,460</u>	<u>0</u>
Total Other Financing Resources	0	0	517,460	0
TOTAL REVENUES & RESOURCES	3,035	1,020,000	1,513,730	631,500
EXPENDITURES				
Issuance Expense		20,000	35,161	
Public Safety		1,015,000	990,000	625,000
Drainage				
Transportation			552,532	
Parks				
Metro				
Other Projects				
General	<u>707,504</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	707,504	1,035,000	1,577,693	625,000
TOTAL APPROPRIATIONS/EXPENDITURES	707,504	1,035,000	1,577,693	625,000
NET REVENUES OVER/(UNDER) EXPENDITURES	(704,469)	(15,000)	(63,963)	6,500
BEGINNING FUND BALANCE JULY 1	874,679	139,815	170,210	106,247
ENDING FUND BALANCE JUNE 30	170,210	124,815	106,247	112,747

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
CAPITAL PROJECTS FUND
403-40-430**

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
REVENUES				
Bond Proceeds	1,400,000	1,743,000	1,740,000	9,200,000
Bond Premium	55,551	0	45,330	0
Interest Income	(53,396)	20,000	67,900	45,000
Miscellaneous	30,264	0	0	0
Contributions - Other Gov'ts	3,528,456	0	0	0
Stafford - Animal Shelter		0	58,483	0
Sienna MUD FS #5			9,800	0
Sienna MUD Fire Engine			794,000	0
TXDOT			21,081	
FEMA -10037 Stafford Run Stabilization	0	200,000	0	0
Ft. Bend County - 50070 Lexington	0	3,300,000	3,300,000	0
Ft. Bend County - 50067 Vicksburg	0	3,105,000	3,105,000	0
Contributions - Developers	113,678	0	29,996	0
Grant - Tx Parks & Wildlife - 30015 Rec & Tennis C	<u>364,719</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	5,439,272	8,368,000	9,171,590	9,245,000
TOTAL REVENUES & RESOURCES	5,439,272	8,368,000	9,171,590	9,245,000
EXPENDITURES				
Issuance Expense	46,694	50,000	41,756	
Public Safety	1,094,209		2,945,179	
Drainage	2,651,732	100,000	463,982	250,000
Transportation	2,065,913	9,002,000	9,477,747	9,195,000
Parks	1,707,264		292,157	265,000
Facilities	514,172	72,698	72,698	85,055
Other Projects				
General				
Total Expenditures	8,079,984	9,224,698	13,293,519	9,795,055
TOTAL APPROPRIATIONS/EXPENDITURES	8,079,984	9,224,698	13,293,519	9,795,055
NET REVENUES OVER/(UNDER) EXPENDITURES	(2,640,712)	(856,698)	(4,121,929)	(550,055)
BEGINNING FUND BALANCE JULY 1	7,745,722	1,069,664	5,105,010	983,081
ENDING FUND BALANCE JUNE 30	5,105,010	212,966	983,081	433,026

CAPITAL IMPROVEMENT FUNDS - UTILITY
CONSOLIDATED SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
PROPOSED BUDGET FY 2015

DESCRIPTION	STEELBANK/ FLATBANK REGIONAL WWTP PHASE II CONSTRUCTION FUND 507	MUSTANG BAYOU REGIONAL WATER PLANT CONSTRUCTION FUND 532	MUSTANG BAYOU REGIONAL WWTP CONSTRUCTION FUND 534	SURFACE WATER PLANT CONSTRUCTION FUND 542	TOTALS
REVENUES:					
INTERGOVERNMENTAL REVENUES					
Contributions from Other Govt's	0	0	0	0	0
Tx Dept of Transportation TIP Funds	0	0	0	0	0
Metro - 1/2 Sales Tax Rebate	0	0	0	0	0
Metro St. Maintenance & Trf Control	0	0	0	0	0
Transportation Grants	0	0	0	0	0
Park Grants	0	0	0	0	0
TOTAL INTERGOVERNMENTAL REVENUES	0	0	0	0	0
OTHER REVENUES					
Interest Earnings	0	0	0	100,000	100,000
Contributions from Developers	0	0	0	0	0
Other	0	0	0	0	0
TOTAL OTHER REVENUES	0	0	0	100,000	100,000
TOTAL REVENUES	0	0	0	100,000	100,000
OTHER FINANCING RESOURCES					
Transfer from General Fund	0	0	0	0	0
Transfer from Mustang Bayou Reg Water Fund	0	0	0	0	0
Transfer from Steepbank/Flatbank Reg WW Fund	0	0	0	0	0
Transfer from Surface Water Fund	0	0	0	0	0
Reimbursement from MUD's	0	0	0	0	0
Sale of Bonds	0	0	0	0	0
Sale of Certificates of Obligation	0	0	0	4,086,520	4,086,520
TOTAL REVENUES & RESOURCES	0	0	0	4,186,520	4,186,520
EXPENDITURES					
Cost of Sales	0	0	0	0	0
Public Safety	0	0	0	0	0
Drainage	0	0	0	0	0
Transportation	0	0	0	0	0
Parks	0	0	0	0	0
Facilities	0	0	0	0	0
Municipal Court	0	0	0	0	0
Metro Projects	0	0	0	0	0
Other Projects	0	0	0	0	0
Utility Construction	0	0	0	11,400,000	11,400,000
TOTAL EXPENDITURES	0	0	0	11,400,000	11,400,000
OTHER FINANCING SOURCES					
Transfer to General Fund	0	0	0	0	0
Transfer to 505 (Water & WW Utility)	0	0	0	(713,045)	(713,045)
Transfer to TIRZ #1 Fund	0	0	0	0	0
Transfer to TIRZ #2 Fund	0	0	0	0	0
Debt	0	0	0	0	0
TOTAL APPROPRIATIONS, EXPENDITURES	0	0	0	11,400,000	11,400,000
NET REVENUES OVER/(UNDER) EXPENDITURE	0	0	0	(7,213,480)	(7,213,480)
BEGINNING FUND BALANCE JULY 1	0	0	0	7,926,525	7,926,525
ENDING FUND BALANCE JUNE 30	0	0	0	0	0

*Funds 507, 532, and 534 close out at the end of Fiscal Year 2014

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
STEEP BANK/FLAT BANK REGIONAL WASTEWATER CONSTRUCTION FUND PHASE II & III
507-50-511**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES & RESOURCES				
Sale of Certificates of Obligation				
Certificate of Obligation Premium				
Interest Income	(6,487)	0	8,771	0
Contribution of Assets		<u>0</u>		<u>0</u>
Total Revenues	(6,487)	0	8,771	0
OTHER FINANCING RESOURCES				
Reimbursement from MUD's	0	0	0	0
Transfer from General Fund	0	0	0	0
Transfer from Mustang Bayou Reg Water Fund	0	0	0	0
TOTAL REVENUES & RESOURCES	(6,487)	0	8,771	0
EXPENDITURES/APPROPRIATIONS				
SBFB WWTP 08 CO				
Capital Outlay	<u>29,021</u>	<u>0</u>	<u>6,512</u>	<u>0</u>
Total SBFB WWTP 08 CO	29,021	0	6,512	0
SBFB WWTP 97 CO				
Professional Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total SBFB WWTP 97 CO	0	0	0	0
OTHER FINANCING USES				
Transfer to 505 (Water & WW Utilities)	<u>0</u>	<u>0</u>	<u>645,484</u>	<u>0</u>
Transfer to General Fund				
Total Other Financing Uses	0	0	645,484	0
TOTAL APPROPRIATIONS/EXPENDITURES	29,021	0	651,996	0
NET REVENUES OVER/(UNDER) EXPENDITURES	(35,508)	0	(643,225)	0
BEGINNING FUND BALANCE JULY 1	678,733	643,225	643,225	0
ENDING FUND BALANCE JUNE 30	643,225	643,225	0	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
MUSTANG BAYOU REGIONAL WATER PLANT CONSTRUCTION FUND
532-50-524**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES				
Water Capital Recovery Fee	60,444	0	3,621	0
Interest Income	(16,506)	600	23,298	0
Contributions - Water Capacity	9,200	0	73,600	0
Contribution of Assets	<u>(159,141)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	(106,003)	600	100,519	0
TOTAL REVENUES & RESOURCES	(106,003)	600	100,519	0
EXPENDITURES				
Special Services & Legal	6,003	0	0	0
Professional Services	0	0	34,041	0
Construction	0	585,000	400,151	0
Miscellaneous	0	0	76,200	
Other	<u>0</u>	<u>0</u>	<u>(403,318)</u>	<u>0</u>
Total Expenditures	6,003	585,000	107,074	0
OTHER FINANCING USES				
Transfer to 505 (Water & WW Utilities)	<u>0</u>	<u>0</u>	<u>1,669,553</u>	<u>0</u>
Total Other Financing Uses	0	0	1,669,553	0
TOTAL APPROPRIATIONS/EXPENDITURES	6,003	585,000	1,776,627	0
NET REVENUES OVER/(UNDER) EXPENDITURES	(112,006)	(584,400)	(1,676,108)	0
BEGINNING FUND BALANCE JULY 1	1,788,113	1,476,299	1,676,107	0
ENDING FUND BALANCE JUNE 30	1,676,107	891,899	0	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
MUSTANG BAYOU REGIONAL WASTEWATER TREATMENT PLANT CONSTRUCTION FUND
534-50-526**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES				
CO Refunding Proceeds	0	0	436,500	0
Contribution - Sewer Capacity	18,300	0	86,400	0
Sewer Capital Recovery Fee	100,287	0	11,934	0
Interest Income	<u>(65,968)</u>	<u>50,000</u>	<u>90,608</u>	<u>0</u>
Total Revenues	52,619	50,000	625,442	0
TOTAL REVENUES & RESOURCES	52,619	50,000	625,442	0
EXPENDITURES				
MB WWTP CONSTR. 505				
2008A C.O. Interest Exp	0	344,904	175,633	0
2005 C.O. Interest Exp	0	11,063	37,850	0
2013 Refunding	0	0	53,390	0
Other Cost - Debt	<u>11,048</u>	<u>0</u>	<u>1,359,059</u>	<u>0</u>
Total MB WWTP Constr. 505	11,048	355,967	1,625,931	0
MB WWTP CONSTRUCTION				
Special Services & Legal	4,401	0	0	0
Capital Outlay	<u>373,747</u>	<u>0</u>	<u>448,131</u>	<u>0</u>
Total MB WWTP Construction	378,147	0	448,131	0
TOTAL APPROPRIATIONS/EXPENDITURES	389,196	355,967	2,074,063	0
OTHER FINANCING RESOURCES				
Transfer from 505 (Water & WW Utility)	0	0	1,376,360	0
Transfer to 505 (Water & WW Utility)	<u>0</u>	<u>0</u>	<u>6,390,296</u>	<u>0</u>
Total Other Financing Resources	0	0	7,766,656	0
NET REVENUES OVER/(UNDER) EXPENDITURES	(336,577)	(305,967)	(6,462,557)	0
BEGINNING FUND BALANCE JULY 1	6,799,134	5,090,160	6,462,558	0
ENDING FUND BALANCE JUNE 30	6,462,558	4,784,193	0	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
SURFACE WATER PLANT CONSTRUCTION FUND
542-53-532**

	FY 2013 <u>Actual</u>	FY 2014 Original <u>Budget</u>	FY 2014 Year-End <u>Estimate</u>	FY 2015 Proposed <u>Budget</u>
REVENUES				
CO Proceeds	0	0	0	4,086,520
Interest Income	(26,371)	0	72,160	100,000
Contribution of Assets	<u>(456,826)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	(483,197)	0	72,160	4,186,520
TOTAL REVENUES & RESOURCES	(483,197)	0	72,160	4,186,520
EXPENDITURES				
Professional Services	0	0	0	0
Construction	129,840	2,088,014	3,351,684	11,400,000
Land/ROW	0	0	0	0
Other/Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	129,840	2,088,014	3,351,684	11,400,000
NET REVENUES OVER/(UNDER) EXPENDITURES	(613,037)	(2,088,014)	(3,279,524)	(7,213,480)
OTHER FINANCING SOURCES				
Transfer from 505 (Water & WW Utility)	0	0	7,021,325	0
Transfer to 505 (Water & WW Utility)	<u>0</u>	<u>0</u>	<u>0</u>	<u>713,045</u>
Total Other Financing Sources	0	0	7,021,325	713,045
BEGINNING FUND BALANCE JULY 1	4,797,761	3,010,467	4,184,724	7,926,525
ENDING FUND BALANCE JUNE 30	4,184,724	922,453	7,926,525	0

PROJECTS BY YEARS

Fiscal Year 1996 through 2019

Index No.	Project No.	Project Name	FY1996-2013	Estimated FY2014	Budgeted FY2015
PUBLIC SAFETY					
	40001	PSHQ	5,108,427		
	40002	Fire Station #3	1,130,988		
	40003	Communication Instr/Appar	880,922		
	40004	Info Systems	376,690		
	40005	Fire Sta 4	1,334,683		
	40006	Fire Equipment	291,425		
	40007	PS Fire Equip	584,005		
	40008	Renovate Old PD	331,354		
	40009	Renovate Fire Sta 2	52,750		
	40010	Mobile Data Terminals	749,135		
	40011	Fire Station #2	1,851,355		
	40012	Smart Zone Communications	581,570		
	40014	Hydraulic Rescue Tool	31,417		
	40015	EOC/Municipal Court Phase 3	3,835,293		
	40017	Breathing Air Compressor	21,738		
	40018	PSHQ Renovation & Improvement	209,803		
	40019	Fire Truck	855,086		
	40020	Animal Shelter	568,474	1,408	
	40021	Old Dispatch Renovations (Formerly PS0802)	85,374		
001	40013	Renovate Fire Station #4	20,738		
002	40016	Fire Station #5 (Contribution From Sienna)	627,484	2,222,816	
003	40022	Fire Engine (FS#5) (Contribution From Sienna)		794,000	
004	40024	Fire Engine 3131		990,000	
005		Renovate Fire Station #3			
006		Fire Engine 3142			625,000
007		Fire Engine 3143			
008		Fire Engine 3132			
		Unallocated Funds			
TOTAL PUBLIC SAFETY			19,528,708.52	4,008,223.61	625,000.00
DRAINAGE					
	10001	Willow Waterhole-Stafford	84,147		
	10002	McLain Boulevard	9,650		
	10004	DR - Willow Waterhole	1,033		
	10005	DR - WWH - Sub Watershed C	9,774		
	10006	DR - Oyster Creek	14,402		
	10007	DR - Computer Mapping	200,515		
	10008	DR - Eng Design & Construct.	53,646		
	10009	DR - Information Systems	11,546		
	10010	NE Oyster Creek	5,100,042		
	10011	Oyster Creek-Cross Creek WS	183,729		
	10012	Equip/Fac/Info Systems	274,593		
	10013	Drainage Studies	82,047	6,250	
	10014	Cangelosi Ditch Watershed	2,351,128		
	10015	Mustang Bayou Watershed	1,030,879		
	10016	Willow Waterhole Detention Pond	115,988		
	10017	Adams Ditch	86,580		
	10019	Service Center Expansion	2,577,084		
	10020	Independence Detention Facility Rpr	481,075		
	10021	Storm Water Management	135,478	65,500	
	10022	Brightwater Outfall Repair	25,391		
	10023	Remote Fueling Station	116,518		
	10024	Fieldcrest Drainage Improvements	836,853		
	10025	Pamela & Patricia Drainage Improvements	233,353		
	10026	GIS Support	23,029		
	10027	Quail Valley Drainage Analysis & Repairs	291,854		

Projected FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Unfunded	Project Total	Project No.
					5,108,427	40001
					1,130,988	40002
					880,922	40003
					376,690	40004
					1,334,683	40005
					291,425	40006
					584,005	40007
					331,354	40008
					52,750	40009
					749,135	40010
					1,851,355	40011
					581,570	40012
					31,417	40014
					3,835,293	40015
					21,738	40017
					209,803	40018
					855,086	40019
					569,881	40020
					85,374	40021
272,535					293,273	40013
					2,850,300	40016
					794,000	40022
					990,000	40024
278,880					278,880	
					625,000	
	900,000				900,000	
		900,000			900,000	
			1,287,241		1,287,241	
551,415.00	900,000.00	900,000.00	1,287,240.61		27,800,587.74	

84,147	10001
9,650	10002
1,033	10004
9,774	10005
14,402	10006
200,515	10007
53,646	10008
11,546	10009
5,100,042	10010
183,729	10011
274,593	10012
88,297	10013
2,351,128	10014
1,030,879	10015
115,988	10016
86,580	10017
2,577,084	10019
481,075	10020
200,978	10021
25,391	10022
116,518	10023
836,853	10024
233,353	10025
23,029	10026
291,854	10027

PROJECTS BY YEARS (Continued)

Index No.	Project No.	Project Name	FY1996-2013	Estimated FY2014	Budgeted FY2015
DRAINAGE (continued)					
	10028	Willow Waterhole II	78,850		
	10029	Bridge Rehabilitation (DR)	106,523		
	10030	Key Court Dam Repair	90,700		
	10031	Roadside Ditch Maintenance	178,429		
	10032	El Dorado Bridge Replacement	1,747,238	(125)	
	10033	Cartwright Bridge Repair	165,313		
	10034	Cangelosi Watershed Improvements (Formerly DF	830,350	462	
	10035	City Centre @ Quail Valley	11,142	120,574	
	10036	Willow Waterhole Watershed Update	95,357	39,159	
	10037	Stafford Run Bank Stabilization	42,517	232,162	
	10990	Drainage General Improvements	232,810		
009	10003	Major Equipment	564,438		250,000
010	10018	Lower Oyster Creek	379,288		
011		Cangelosi Detention Facility (Formerly DR9804 C			
012		Mustang Bayou Watershed - Kitty Hollow to Old C			
013		Mustang Bayou Watershed - Diversion Channel i			
014		Mustang Bayou Watershed - GCWA Canal to Co			
015		Pre-1987 Improvements			
TOTAL DRAINAGE			18,853,288	463,982	250,000

TRANSPORTATION

50010	McLain Boulevard	1,216,949
50011	TR - Computer Mapping	53,689
50012	TR - Information Systems	34,075
50013	TR - Major Equipment	15,382
50014	TR - Miscellaneous	6,000
50015	TR - Independence Blvd.	19,998
50016	TR - Eldorado Bridge Rehab	78,997
50017	METRO - Information Systems	217,109
50018	METRO - Pavement Mgmt	160,735
50019	METRO - Cartwright Rd	15,839
50020	METRO - Lexington Blvd	17,834
50021	Asphalt Street Reconstruction	2,443,943
50022	Concrete Street Reconstruction	5,914,835
50023	Independence Extension	5,165,454
50024	Lexington Widening	367,206
50025	Street Reserve	13,316
50026	Sidewalks and Trails	645,743
50028	Support Facilities and Equipment	1,155,291
50030	New Roads and Facilities	56,720
50032	Settegast Road	1,477,944
50033	Flat Bank Extension	16,374
50035	Misty Hollow Extension	82,690
50036	METRO - Beltway Southwest	54,101
50037	U.S. 90A	857,645
50038	General Transportation Study	10,000
50039	Independence Phase 5	144,690
50041	Lake Olympia Extension	1,891,261
50042	Trammel Fresno Bridge	566,382
50043	Valley Forest Reconstruction	1,129,769
50044	Major Throughfare Plan	212,800
50045	Traffic Management Devices	71,153
50047	Turtle Creek Reconstruction	2,911,684
50048	Fifth Street Improvements	759,816
50049	Pamela/Patricia Recapitalization	1,084,670
50050	Gessner/TX Pkwy Separation	147,451
50051	Cartwright/FM1092 Intersection	300,465
50052	Glenn Lakes & Hwy 6 Intersection	72,639

260

PROJECTS BY YEARS (Continued)

Index No.	Project No.	Project Name	FY1996-2013	Estimated FY2014	Budgeted FY2015
TRANSPORTATION (continued)					
	50053	SH6 Medians	1,233,547		
	50055	Lexington/FM1092 Grade Reduction	393,392		
	50056	SH6/FM1092 Intersection	93,028		
	50057	S. Gessner Reconstruction	4,012,200		
	50059	Thompson Ferry/Oilfield Road Intersection	400,132		
	50060	SH6 Intersection Improvements	2,967,731		
	50061	Texas Parkway/Cartwright Corridor	378,969		
	50062	Quail Valley East Reconstruction	936,239	0	
	50064	Township LN/FM 1092 Signal	397,967		
	50065	Thompson Ferry Realignment	650,824		
	50069	Gessner Irrigation	79,054		
	50070	Lexington Extension	158,521	3,407,082	
	50071	Texas Parkway Sidewalk - MC Drive to Buffalo Ru	16,270		
	50072	Texas Parkway Intersection Improvements	578,101	50,279	
	50073	El Dorado Bridge	360,317		
	50074	Dulles Improvements	201,857	201,857	
	50075	Texas Parkway Medians	180,501		
	50076	Pedestrian & Bicycle Implementation Plan	110,616	4,349	
	50089	Cart Storage Building		359,372	
	50090	Texas Parkway Signal Upgrade		80,000	
016	50027	Traffic Studies	1,015,338	109,517	60,000
017	50029	Additional Traffic Signals	835,497		
018	50031	GIS-Mapping, Plotter, Flyover, Script	563,383	80,230	30,000
019	50034	Signal Upgrade/Sequencing	2,522,005	412,644	50,000
020	50040	Bridge Rehabilitation	2,959,286		75,000
021	50046	ROW Management	240,067		
022	50054	Sidewalk Replacement	1,491,239	417,550	400,000
023	50058	Lakeview Infrastructure	3,172,897	1,100,000	1,125,000
024	50063	Pavement Maintenance & Mgmt Program	1,783,134	712,969	697,000
025	50066	Hurricane Lane Extension	349,537	1,206,211	300,000
026	50067	Vicksburg Extension	202,896	3,124,169	500,000
027	50077	Turtle Creek / Mission Valley - Hilton Head	104,702	135,298	2,400,000
028	50078	Gregory Reconstruction	4,626	405,796	3,300,000
029	50080	Trammel-Fresno Improvements	155,618	1,000,773	900,000
030	50091	Intelligent Traffic System (ITS)		250,000	410,000
031		Ashmont Reconstruction			400,000
032		Adams Reconstruction			400,000
033		Bicycle Lane Installation			160,000
034		Sienna Parkway Recapitalization			
035		Lake Olympia Parkway Extension			
036		Glenn Lakes Bridge Over Oyster Creek			350,000
037		Sign Shop Expansion (formerly TR9708)			
038		S. Cravens - Cangelosi Ditch to Buffalo Run			
039		S. Cravens - US 90A to Cangelosi Ditch			
	50991	Transfer to Gen Fund	5,900,000	800,000	800,000
	99001	Rebate - Sienna Plantation MD	354,811	200,000	200,000
		General Mobility Projects			
		Unallocated Funds			
TOTAL TRANSPORTATION			64,194,948	14,058,096	12,557,000

PARKS & RECREATION

30001	Community Park	1,585,003
30002	Independence Park	145,943
30003	Trail System	373,601
30005	Information Systems	33,736
30006	Hunters Glen Park	731,177
30007	Independence Park Boat Ramp	508,409
30008	Brazos River Corridor Improvements	27,142

Projected FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Unfunded	Project Total	Project No.
					1,233,547	50053
					393,392	50055
					93,028	50056
					4,012,200	50057
					400,132	50059
					2,967,731	50060
					378,969	50061
					936,239	50062
					397,967	50064
					650,824	50065
					79,054	50069
					3,565,603	50070
					16,270	50071
					628,380	50072
					360,317	50073
					403,714	50074
					180,501	50075
					114,965	50076
					359,372	50089
					80,000	50090
60,000	60,000	60,000	60,000		1,424,855	50027
85,000					920,497	50029
30,000	30,000	30,000	30,000		793,613	50031
100,000	100,000	100,000	100,000		3,384,648	50034
175,000	125,000				3,334,286	50040
150,000					390,067	50046
400,000	400,000	400,000	400,000		3,908,789	50054
1,125,000					6,522,897	50058
697,000	697,000	620,000	697,000		5,904,102	50063
					1,855,747	50066
					3,827,065	50067
					2,640,000	50077
					3,710,423	50078
					2,056,392	50080
					660,000	50091
					400,000	
					400,000	
					160,000	
1,065,000					1,065,000	
440,000	351,479				791,479	
1,350,000					1,700,000	
			355,000		355,000	
600,000		1,300,000			1,900,000	
1,150,000	6,000,000				7,150,000	
800,000	800,000	800,000	800,000		10,700,000	50991
200,000	200,000	200,000	200,000		1,554,811	99001
			62,302		62,302	
			1,015,596		1,015,596	
8,427,000	8,763,479	3,510,000	3,719,898		115,230,421	
					1,585,003	30001
					145,943	30002
					373,601	30003
					33,736	30005
					731,177	30006
					508,409	30007
					27,142	30008

PROJECTS BY YEARS (Continued)

Index No.	Project No.	Project Name	FY1996-2013	Estimated FY2014	Budgeted FY2015
PARKS & RECREATION (continued)					
	30009	Roane Park Improvements	597,576		
	30010	Sta-Mo Park Improvements	353,044		
	30011	Buffalo Run Park	3,788,648		
	30012	GCWA Trail	44,705		
	30013	QVGC Acquisition & Initial Improvement	14,954,962		
	30014	Community Park Phase II	228,884		
	30015	Recreation & Tennis Center	6,903,075		
	30016	City Centre at QV & Pro Shop	9,617,520	(8,762)	
	30017	MacNaughton Park	51,866		
	30020	Park Master Plan Update	18,041	6,959	
	30025	Cart Storage Building at Quail Valley	380,181	293,961	
040	30004	Beautification	113,548		
041	30990	Park Improvements	1,126,868		265,000
042		American Legion Park Improvements			
043		Park Signage			
044		Recreation Center Improvement			
045		MacNaughton Park Improvement			
046		Oak Hill Park			
047		Quail Valley North			
048		Skatepark			
TOTAL PARKS & RECREATION			41,583,932	292,157	265,000
FACILITIES					
	20001	City Hall Parking Lot	43,162		
	20002	CH 1st Floor	28,957		
	20003	EOC/Municipal Court Phase 1	1,030,000		
	20004	EOC/Municipal Court Phase 2	366,824		
	20005	City Hall Renovation	62,208		
	20006	Electrical & HVAC for City Hall Complex	225,735		
	20007	City Hall Complex Renovation & Park Maintenance	1,411,865		
	20008	City Hall Complex Landscape Improvements	320,320		
	20009	Animal Shelter Facility	160,000		
049		Facilities Needs Assessment & Upgrades		72,698	
050		City Hall Lobby Standing Seam Roof			50,000
051		City Hall/Planning Roof			35,055
052		PSHQ Roof Repairs			
053		Facilities Condition Assessment			
054		Service Center Annex - Parks & Building Maintenance			
TOTAL FACILITIES			3,649,071	72,698	85,055
OTHER PROJECTS					
		Cost of Sales	1,235,763	76,916	
60001		CO's - Computer Equipment	225,407		
60002		GN-MCTV Equipment	86,345		
60003		GN - Building Roof Repair	126,528		
60004		GN - Information Systems	368,722		
60005		GN - Non-Public Safety Radio	61,688		
60006		GN - Telephone Equipment	57,180		
60007		GN - Fleet Replacement	435,450		
60008		GN - Equipment-Computer Replace	108,211		
60009		GN - Office Equipment	96,121		
60010		GN - Machinery & Equipment	158,259		
60011		GN - Computer Hardware/Software	108,928		
60012		GN - Interactive Voice Response	128,425		
60013		GN - EMS Reporting/Billing	30,517		
60014		GN - Fuel Mgmt Sys/Gate Control	14,814		
60015		GN - Imaging	160,657		
60016		G&G Looking Glass Mapping & Infr.	35,704		

Projected FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Unfunded	Project Total	Project No.
					597,576	30009
					353,044	30010
					3,788,648	30011
					44,705	30012
					14,954,962	30013
					228,884	30014
					6,903,075	30015
					9,608,758	30016
					51,866	30017
					25,000	30020
					674,142	30025
75,000	100,000				288,548	30004
200,000	200,000	245,635			2,037,503	30990
220,000					220,000	
100,000					100,000	
70,000					70,000	
165,000					165,000	
65,000					65,000	
80,000					80,000	
170,000					170,000	
1,145,000	300,000	245,635			43,831,724	
					43,162	20001
					28,957	20002
					1,030,000	20003
					366,824	20004
					62,208	20005
					225,735	20006
					1,411,865	20007
					320,320	20008
					160,000	20009
					72,698	
					50,000	
2,350,000					2,385,055	
155,000					155,000	
75,000					75,000	
400,000	2,500,000				2,900,000	
2,980,000	2,500,000				9,286,824	
					1,312,679	
					225,407	60001
					86,345	60002
					126,528	60003
					368,722	60004
					61,688	60005
					57,180	60006
					435,450	60007
					108,211	60008
					96,121	60009
					158,259	60010
					108,928	60011
					128,425	60012
					30,517	60013
					14,814	60014
					160,657	60015
					35,704	60016

PROJECTS BY YEARS (Continued)

Index No.	Project No.	Project Name	FY1996-2013	Estimated FY2014	Budgeted FY2015
OTHER PROJECTS (continued)					
	60017	AS400 Upgrade-I Series/Backing Sys	250,295		
	60018	Computer-Departmental Requests	127,810		
	60019	Computer software/training/consulting	25,713		
	60020	Fire Truck	308,810		
	60021	PC/Laptop/Server Hdwe Repl Program	596,681		
	60022	Network,Computer/Telephone Upgrade	593,096		
	60023	Compressed Air Foam System (CAFS)	38,914		
	60024	Comprehensive Plan Update	145,680		
	60025	Navaline	80,718		
	60026	PSHQ Recording System	110,722		
	60027	PSHQ Wireless Network	24,245		
	60028	EOC/Muni Court Equipments	701,819		
	60029	City Hall Complex Renovation	79,853		
	60030	ERP - Public Admin	988,304	459,169	
	60031	ERP - Court	71,767		
	60032	ERP - Public Safety	653,039	93,363	
	TOTAL OTHER PROJECTS		8,236,182	629,449	
METRO PROJECTS					
	50001	METRO - Street Material	37,181		
	50002	METRO - Drainage Material	22,158		
	50003	METRO - Traffic Signals	36,083		
	50004	METRO - Contract Hire-Tree Trim	33,962		
	50005	METRO - Contract Hire-Drainage	8,600		
	50006	METRO - Pavement Marking	23,395		
	TOTAL METRO PROJECTS		161,379		
UTILITIES CONSTRUCTION					
	80003	Steepbank/Flatbank Reg. WWTP 3 MGD	6,778,668		
	80014	Sienna N. Converts to SBFB	175,712		
	80007	Mustang Bayou Reg. Water Plant	2,082,459		
	80008	Mustang Bayou 16" Water Lines - Hwy 6	833,615		
	80009	Mustang Bayou 24" Water Lines - Watt Plantation	269,063		
	80010	Mustang Bayou Water Plant 0.9 MGD	341,183		
	80012	Mustang Bayou Service Area Master Plan	42,747	40,753	
	80013	Utilities Planning Study	269,504	36,300	
	80015	Mustang Bayou Water Plant #2 (Well#149) GST R		390,000	
	80018	Mustang Bayou Water Plant #1 (Well#1203) GST		100,000	
	80005	Mustang Bayou WWTP 0.55 MGD	1,148,004		
	80006	Mustang Bayou WWTP 0.95 MGD	3,453,116		
	80011	Regional Water Treatment Plant 10 MGD	49,889,540	240,705	
	80019	RWTP 1.5 MGD Ground Storage Tank	37,870	2,177,144	
055	80017	Mustang Bayou WWTP 1.5 MGD	373,747	391,470	
056	80020	RWTP Transmission Mains - Riverstone	70,200	715,800	7,313,481
057	80021	RWTP - 60 Acre Reservoir	21,770	218,035	
058		RWTP - B-Canal Pump Station Upgrade			
059		Mustang Bayou Water Plant #2 - 212,000 Gallon GST Rehabilitation			
060		Mustang Bayou - 1.0 MG Elevated Storage Tank			
061		RWTP - Transmission Main to Hillwood			
062		RWTP - Phase II Plant Upgrade to 20 MGD			
	97001	Refunding - 2013		53,390	
		Debt Related Expenditures		955,741	
	TOTAL UTILITIES CONSTRUCTION		65,787,196	5,319,338	7,313,481
TOTALS			221,994,705	24,843,943	21,095,536

Projected FY2016	Projected FY2017	Projected FY2018	Projected FY2019	Unfunded	Project Total	Project No.
					250,295	60017
					127,810	60018
					25,713	60019
					308,810	60020
					596,681	60021
					593,096	60022
					38,914	60023
					145,680	60024
					80,718	60025
					110,722	60026
					24,245	60027
					701,819	60028
					79,853	60029
					1,447,473	60030
					71,767	60031
					746,402	60032
					8,865,631	
					37,181	50001
					22,158	50002
					36,083	50003
					33,962	50004
					8,600	50005
					23,395	50006
					161,379	
					6,778,668	80003
					175,712	80014
					2,082,459	80007
					833,615	80008
					269,063	80009
					341,183	80010
					83,500	80012
					305,803	80013
					390,000	80015
					100,000	80018
					1,148,004	80005
					3,453,116	80006
					50,130,244	80011
					2,215,014	80019
25,250				9,804,750	10,595,217	80017
				3,811,519	11,911,000	80020
				9,100,000	9,339,805	80021
				2,575,000	2,575,000	
				380,000	380,000	
				3,141,000	3,141,000	
				4,975,000	4,975,000	
				12,000,000	12,000,000	
					53,390	97001
					955,741	
25,250				45,787,269	124,232,534	
17,651,027	16,378,647	8,457,347	6,727,279	45,787,269	362,935,753	



UTILITY FUNDS SUMMARY
SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN CASH & CASH EQUIVALENTS

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUE					
506-50-510 Steepbank/Flatbank-Wastewater Treatment	851,726	928,864	928,864	900,533	1,033,025
580-55-560 Solid Waste Collections	3,010,504	2,830,000	2,830,000	3,453,200	3,515,635
505-50-502 Hightower Wastewater Treatment	10,464	11,241	11,241	11,901	12,312
505-50-504 NE Oyster Creek Service Area-Water Production	13,326	14,550	14,550	13,890	13,900
505-50-505 NE Oyster Creek Service Area-Wastewater Treatment	10,443	11,960	11,960	10,700	11,200
505-50-506 Mustang Bayou Service Area-Water Production	939,040	1,026,625	1,026,625	1,328,925	1,093,100
505-50-507 Mustang Bayou Service Area-Wastewater Treatment	621,021	588,370	588,370	645,400	757,080
505-50-524 Mustang Bayou Service Area-Water Construction (532)	0	0	0	77,221	22,050
505-50-526 Mustang Bayou Service Area-WWTP Constr. Debt (534)	0	0	0	500,685	25,250
505-50-528 Surface Water Construction	0	0	0	0	0
540-53-530 Surface Water Treatment	8,661,397	8,124,000	8,124,000	7,600,000	7,671,000
Total Operating Revenue	14,117,921	13,535,610	13,535,610	14,542,455	14,154,552
OPERATING EXPENSES					
506-50-510 Steepbank/Flatbank-Wastewater Treatment	844,247	930,864	970,722	879,633	985,946
580-55-560 Solid Waste Collections	2,956,837	2,912,000	2,912,000	3,430,000	3,469,074
505-50-502 Hightower Wastewater Treatment	9,628	11,241	11,241	11,901	12,312
505-50-504 NE Oyster Creek Service Area-Water Production	2	7	7	4,807	7
505-50-505 NE Oyster Creek Service Area-Wastewater Treatment	3,198	6,934	6,934	16,376	10,785
505-50-506 Mustang Bayou Service Area-Water Production	661,599	703,119	710,467	984,122	741,980
505-50-507 Mustang Bayou Service Area-Wastewater Treatment	525,897	583,359	590,648	566,937	595,729
505-50-524 Mustang Bayou Service Area-Water Construction (532)	0	0	0	484,158	0
505-50-526 Mustang Bayou Service Area-WWTP Constr. Debt (534)	0	0	0	61,810	0
540-53-530 Surface Water Treatment	2,164,971	2,968,055	3,226,552	2,773,257	3,073,622
Total Operating Expenses	7,166,379	8,115,579	8,428,571	9,213,001	8,889,455
OPERATING INCOME	6,951,542	5,420,031	5,107,039	5,329,453	5,265,096
NON-OPERATING REVENUE/(EXPENSES)					
49000 Interest Income	(119,455)	69,000	69,000	192,868	68,000
505-50-500 49410 Contribution of Assets	159,141	0	0	8,705,334	0
540-53-530 65001 Paying Agent Fees	(500)	(500)	(500)	(500)	(500)
540-53-530 65002 Issuance Expense	110,691	0	0	0	0
540-53-530 54013 Contingency - Surface Water Treatment Plant	0	0	0	0	0
506-50-510 48127 O & M Reserve Inc/(Dec)-Steepbank/Flatbank Plant	4,687	14,508	14,508	8,300	20,000
505-50-506 48127 O & M Reserve Inc/(Dec)-Mustang Bayou Water Plant	17,674	0	0	16,800	50,000
505-50-507 48127 O & M Reserve Inc/(Dec)-Mustang Bayou WWTP Plant	6,761	48,403	48,403	17,100	50,000
505-50-506 54052 Missouri City Share O&M Reserve-Water	(6,570)	0	0	0	0
505-50-507 54052 Missouri City Share O&M Reserve-WW	(2,703)	0	0	0	0
540-53-530 49121 Miscellaneous Reimbursement	8,422	0	0	45,132	0
505-50-506 90001 Transfer from Fund 507	0	0	0	645,484	0
505-50-524 49935 Transfer from Fund 532	0	0	0	1,665,743	0
505-50-528 49924 Transfer from Fund 540	0	0	0	0	713,045
505-50-506 90008 Transfer to Fund 301	(306,846)	(315,472)	(315,472)	(116,374)	(118,049)
505-50-507 90008 Transfer to Fund 301	(19,313)	(20,548)	(20,547)	0	0
505-50-526 90014 Transfer to Fund 534	0	0	0	(1,376,360)	0
505-50-528 90015 Transfer to Fund 542	0	0	0	(7,021,325)	0
540-53-530 90033 Transfer to Fund 505	0	0	0	0	(713,045)
90001 Transfer to Fund 101	(202,951)	(269,011)	(269,011)	(295,011)	(410,080)
Bond/CO Interest Expense	(3,312,150)	(3,308,150)	(3,308,150)	(4,019,679)	(4,022,395)
Total Non-Operating Revenue/(Expenses)	(3,663,112)	(3,781,770)	(3,781,769)	(1,532,488)	(4,363,024)
NET INCOME	3,288,430	1,638,261	1,325,270	3,796,965	902,072
Total Cash and Cash Equivalents - Beginning	4,825,799	6,332,011	8,114,229	8,114,229	12,102,842
DESIGNATED FUND BALANCE-RESERVES	174,547	227,008	76,204	191,647	241,647
Total Cash and Cash Equivalents - Ending	8,288,776	8,197,280	9,515,703	12,102,842	13,246,560

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
WATER/WASTEWATER UTILITY FUND**

					FUND 505
					FY 2015
					Proposed
					<u>Budget</u>
		FY 2013	FY 2014	FY 2014	FY 2014
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>
			<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>
OPERATING REVENUE					
50-502	Hightower Wastewater Treatment				
	48111 Maintenance Services Charged	<u>10,464</u>	<u>11,241</u>	<u>11,241</u>	<u>11,901</u>
	Hightower Wastewater Treatment - Total	10,464	11,241	11,241	12,312
50-504	NE Oyster Creek Service Area-Water Production				
	48120 Tap/Inspection Fees	20	0	0	20
	48121 Water Sales	10,971	12,700	12,700	11,600
	48122 Reconnect Fees	2,025	1,500	1,500	1,750
	48124 Deposits Forfeited	0	0	0	0
	48125 Customer Service Fees	310	350	350	520
	49401 Impact Fees	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	NE Oyster Creek Svce Area - Water Prod. Total	13,326	14,550	14,550	13,890
50-505	NE Oyster Creek Service Area-Wastewater Treatment				
	48115 Sewer Fees	10,443	11,960	11,960	10,700
	9800 Late Charges	0	0	0	0
	48118 Tex Comm Environ Quality	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	NE Oyster Creek Svce Area - WW Treatment Total	10,443	11,960	11,960	10,700
50-506	Mustang Bayou Service Area-Water Production				
	48111 Maintenance Services Charged	416,762	465,000	465,000	660,000
	48120 Tap/Inspection Fees	60,375	37,500	37,500	134,000
	48121 Water Sales	324,501	361,600	361,600	352,000
	48122 Reconnect Fees	11,325	12,600	12,600	10,500
	48123 GRP Fees	103,894	123,100	123,100	128,500
	48125 Customer Service Fees	2,940	3,825	3,825	3,825
	48126 Late Charges	19,243	23,000	23,000	19,400
	48127 O & M Reserve Inc/(Dec)	17,674	0	0	16,800
	48131 Contrib-Water Capacity	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,700</u>
	Mustang Bayou Svce Area - Water Production Total	956,714	1,026,625	1,026,625	1,345,725
50-507	Mustang Bayou Service Area-Wastewater Treatment				
	48127 O & M Reserve Inc/(Dec)	6,761	48,403	48,403	17,100
	48111 Maintenance Service Charged	338,905	290,000	290,000	321,700
	48115 Sewer Fees	282,116	298,370	298,370	299,400
	48132 Contrib- Sewer Capacity	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,300</u>
	Mustang Bayou Service Area-WW Treatment Total	627,782	636,773	636,773	662,500
50-511	Steepbank/Flatbank WWTP Construction				
	49000 Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Steepbank/Flatbank WWTP Construction - Total	0	0	0	0
50-524	Mustang Bayou Service Area Water Construction (532)				
	48129 Water Capital Recovery Fee	0	0	0	3,621
	48131 Contrib-Water Capacity	0	0	0	73,600
	49000 Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Mustang Bayou Svce Area Water Constr. - Total	0	0	0	77,221

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
WATER/WASTEWATER UTILITY FUND**

						FUND 505
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
			<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
50-526	Mustang Bayou Service Area-WWTP Constr. (534)					
	49000 Interest Income	0	0	0	0	0
	48130 Sewer Capital Recovery Fee	0	0	0	11,934	20,250
	48132 Contrib- Sewer Capacity	0	0	0	86,400	5,000
	48211 Bond Proceeds	<u>0</u>	<u>0</u>	<u>0</u>	<u>402,351</u>	<u>0</u>
	Mustang Bayou Svce Area-WWTP Constr. - Total	0	0	0	500,685	25,250
50-528	Surface Water Construction	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Surface Water Construction - Total	0	0	0	0	0
Total Operating Revenues		1,618,729	1,701,149	1,701,149	2,622,622	2,034,892
OPERATING EXPENSES						
50-502	Hightower Wastewater Treatment					
	53002 Insurance	139	161	161	158	195
	53047 Operator Fees	9,435	8,340	5,700	5,700	5,650
	53008 Telephone	54	240	240	63	67
	53053 Lift Station Maintenance	0	2,000	2,400	2,400	3,000
	53062 General Maintenance & Repairs	0	500	0	0	0
	53068 Landscaping Services	<u>0</u>	<u>0</u>	<u>2,740</u>	<u>3,580</u>	<u>3,400</u>
	Hightower Wastewater Treatment Total	9,628	11,241	11,241	11,901	12,312
50-504	NE Oyster Creek Service Area-Water Production					
	53002 Insurance	2	7	7	7	7
	53069 Water Capacity Buy-In Fees	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,800</u>	<u>0</u>
	NE Oyster Creek Svce Area-Water Prod. Total	2	7	7	4,807	7
50-505	NE Oyster Creek Service Area-Wastewater Treatment					
	53002 Insurance	156	190	190	179	217
	53008 Telephone	106	648	648	641	673
	53037 Electric Utilities	1,194	1,380	1,380	702	737
	53041 Water Utilities	202	216	216	341	358
	53047 Operator Fees	1,540	1,500	0	0	0
	53053 Lift Station Maintenance	0	1,000	2,500	2,982	1,600
	53062 General Maintenance & Repairs	0	2,000	2,000	6,731	7,200
	53070 WW Capacity Buy-In Fees	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,800</u>	<u>0</u>
	NE Oyster Creek Service Area-WW Total	3,198	6,934	6,934	16,376	10,785
50-506	Mustang Bayou Service Area-Water Production					
	53002 Insurance	1,929	2,716	2,716	2,590	3,398
	53004 Special Services & Legal	6,821	0	11,300	10,900	10,000
	53008 Telephone	965	1,410	1,516	732	800
	53018 Bank Fees	0	47	0	0	0
	53037 Electric Utilities	66,654	68,186	68,186	70,800	79,682
	53047 Operator Fees	258,254	106,800	34,800	28,800	38,400
	53049 Permit Services	4,181	3,760	3,760	2,150	3,200
	53054 General Maintenance & Repairs	0	160,000	86,000	78,000	94,000

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
WATER/WASTEWATER UTILITY FUND**

						FUND 505
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
			Original	Revised	Year-End	Proposed
		<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
53055	Miscellaneous	127	1,000	1,000	0	0
53057	City Customer Operations	0	0	59,989	57,850	65,000
53063	GRP Pumpage Fees	319,810	356,000	356,000	352,000	356,000
53065	Laboratory Testing	0	0	10,000	8,300	10,000
53068	Landscaping Services	0	0	12,000	11,800	14,000
53072	Water Service Installation	0	0	60,000	59,000	65,000
53073	Major Equipment Replacement	0	0	0	298,000	0
54037	Subcontractors/Material	2,858	3,200	3,200	3,200	0
52073	Chemicals	0	0	0	0	2,500
54052	MC Share-(O&M Reserve)	<u>6,570</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Mustang Bayou Svce Area-Water Prod. Total		668,169	703,119	710,467	984,122	741,980
50-507	Mustang Bayou Service Area-Wastewater Treatment					
53002	Insurance	3,604	6,274	6,274	5,828	5,226
53004	Special Services & Legal	7,604	0	11,300	10,900	10,000
53008	Telephone	3,617	3,540	6,540	6,250	6,600
53037	Electric Utilities	109,478	111,105	111,105	111,465	117,039
53041	Water Utilities	0	0	0	104	252
53047	Operator Fees	331,959	108,000	114,000	113,400	126,000
53048	Sludge Removal	56,984	63,000	63,000	61,500	66,000
53049	Permit Services	4,611	4,600	24,600	23,300	8,500
53053	Lift Station Maintenance	0	13,800	13,800	6,100	8,400
53057	City Customer Operations	0	0	74,989	74,500	76,800
53061	Garbage Utilities	1,440	1,440	1,440	1,440	1,512
53062	General Maintenance & Repairs	0	260,000	130,000	125,000	135,000
53065	Laboratory Testing	0	0	3,000	2,950	3,400
53068	Landscaping Services	0	2,000	25,000	21,000	25,000
54037	Subcontractors/Material	6,600	9,600	5,600	3,200	6,000
54052	MC Share-(&M Reserve)	<u>2,703</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Mustang Bayou Svce Area-WW Treatment Total		528,600	583,359	590,648	566,937	595,729
50-511	Steepbank/Flatbank - Construction	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Steepbank/Flatbank Construction - Total		0	0	0	0	0
50-524	Mustang Bayou Service Area-Water Construction (532)					
77001	Professional Services	0	0	0	62,658	0
77002	Construction	0	0	0	324,500	0
77007	Other - Misc	<u>0</u>	<u>0</u>	<u>0</u>	<u>97,000</u>	<u>0</u>
Mustang Bayou Svce Area-Water Constr. - Total		0	0	0	484,158	0
50-526	Mustang Bayou Service Area-WWTP Constr. (534)					
77001	Professional Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,810</u>	<u>0</u>
Mustang Bayou Svce Area-WWTP Constr. - Total		0	0	0	61,810	0
Total Operating Expenses		1,209,597	1,304,660	1,319,297	2,130,111	1,360,813
OPERATING INCOME (LOSS)		409,132	396,489	381,852	492,510	674,079

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
WATER/WASTEWATER UTILITY FUND**

							FUND 505
			FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
			<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
				<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
NON-OPERATING REVENUE/(EXPENSES)							
50-500	49000	Interest Income	(10,414)	10,000	10,000	127,868	5,000
50-500	49410	Contribution of Assets	159,141	0	0	8,705,334	0
50-506	90008	Transfer to 301 (Debt Service Fund)	(306,846)	(315,472)	(315,472)	(116,374)	(118,049)
50-506	90001	Transfer to 101 (General Fund)	0	0	0	0	(20,000)
50-507	49936	Transfer from 507 (SB/FB WWTP Constr)	0	0	0	645,484	0
50-507	90008	Transfer to 301 (Debt Service Fund)	(19,313)	(20,548)	(20,547)	0	0
50-507	90001	Transfer to 101 (General Fund)	0	0	0	0	(25,000)
50-524	49935	Transfer from 532 (MB Water Constr.)	0	0	0	1,665,743	0
50-526	90014	Transfer to 534 (MB WWTP Constr.)	0	0	0	(1,376,360)	0
50-528	62001	2008A CO Principal	0	0	0	(318,047)	(329,719)
50-528	62009	2005 CO Principal	0	0	0	(24,000)	(28,000)
50-528	63001	2008A CO Interest Expense	0	0	0	(344,904)	(331,948)
50-528	63009	2005 CO Interest Expense	0	0	0	(8,240)	(6,980)
50-528	60024	2013 Refunding Bond Principal	0	0	0	(3,500)	(1,750)
50-528	61024	2013 Refunding Bond Interest	0	0	0	(12,838)	(14,649)
50-528	49924	Transfer from 540 (Surf Water Trmt)					713,045
50-528	90015	Transfer to 542 (Surf Water Constr)	<u>0</u>	<u>0</u>	<u>0</u>	<u>(7,021,325)</u>	<u>0</u>
Total Non-Operating Revenue/(Expenses)			(177,432)	(326,020)	(326,019)	1,918,841	(158,049)
NET INCOME (LOSS)			231,700	70,469	55,833	2,411,351	516,030
00-000	29975	Designation - O & M Reserve	174,547	227,008	76,204	191,647	241,647
Total Net Cash Equivalents - Beginning			712,574	698,055	944,274	944,274	3,547,273
Total Net Cash Equivalents - Ending			944,274	995,532	1,076,311	3,547,273	4,304,949

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
STEEP BANK/FLAT BANK REGIONAL WASTEWATER FUND**

	FUND 506-50-510				
	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year-End Estimate</u>	<u>Proposed Budget</u>
OPERATING REVENUE					
48111 Services Charged	<u>851,726</u>	<u>928,864</u>	<u>928,864</u>	<u>900,533</u>	<u>1,033,025</u>
Total Operating Revenue	851,726	928,864	928,864	900,533	1,033,025
NON-OPERATING REVENUE/(EXPENSES)					
48127 O&M Reserve Increase/(Decrease)	4,687	14,508	14,508	8,300	20,000
49000 Interest Earnings	(7,510)	2,000	2,000	5,000	3,000
49102 Sale of Salvage	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Non-Operating Revenue	(2,823)	16,508	16,508	13,300	23,000
Total Revenues and Resources	848,903	945,372	945,372	913,833	1,056,025
OPERATING EXPENSES					
52073 Chemicals	0	0	10,000	8,000	12,000
53002 Insurance	10,903	12,664	12,664	12,383	18,297
53004 Special Services & Legal	143,383	115,000	154,858	135,500	135,500
53008 Telephone	3,309	4,200	4,200	2,750	2,362
53037 Electric Utilities	280,044	290,400	290,400	281,750	295,837
53041 Water Utilities	440	250	250	220	250
53047 Plant Operators	308,167	180,000	180,000	160,000	154,400
53048 Sludge Removal	41,355	42,000	45,000	44,500	46,300
53049 Permit Services	17,273	18,150	18,150	18,130	19,000
53051 Admin/Audit/Engineering Fees	34,917	26,000	26,000	0	0
53053 Lift Station Maintenance	0	16,200	16,200	15,600	32,000
53054 General Maintenance & Repairs	4,456	225,000	144,000	135,000	195,000
53055 Miscellaneous	0	1,000	1,000	0	0
53065 Laboratory Testing	0	0	38,000	36,000	40,000
53068 Landscaping	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>29,800</u>	<u>35,000</u>
Total Operating Expenses	844,247	930,864	970,722	879,633	985,946
OTHER FINANCING USES					
90001 Transfer to 101 (General Fund)	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,000</u>	<u>40,000</u>
Total Other Financing Uses	0	0	0	26,000	40,000
Total Expenditures	844,247	930,864	970,722	905,633	1,025,946
Designation - O & M Reserve	218,181	232,716	242,681	226,408	256,487
REVENUES OVER EXPENDITURES	4,656	14,508	(25,350)	8,200	30,079
BEGINNING BALANCE - JULY 1	213,552	218,208	218,208	218,208	226,408
ENDING BALANCE - JUNE 30	218,208	232,716	192,858	226,408	256,487

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN NET ASSETS
SURFACE WATER UTILITY FUND**

FUND 540-53-530

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUE					
48110 GRP Pumpage Fees	6,031,511	5,880,000	5,880,000	5,500,000	5,445,000
48121 Water Sales	<u>2,629,886</u>	<u>2,244,000</u>	<u>2,244,000</u>	<u>2,100,000</u>	<u>2,226,000</u>
Total Operating Revenue	8,661,397	8,124,000	8,124,000	7,600,000	7,671,000
OPERATING EXPENSES					
COMMODITIES					
52004 Minor Tools & Equipment	0	65,000	65,000	22,000	60,000
52057 Purchase of Water	809,588	926,355	1,169,903	1,010,000	1,100,000
52073 Chemicals	<u>13,148</u>	<u>450,000</u>	<u>450,000</u>	<u>445,000</u>	<u>450,000</u>
Total Commodities	822,736	1,441,355	1,684,903	1,477,000	1,610,000
CONTRACTUAL SERVICES					
53002 Insurance	48,239	34,500	34,500	40,575	52,742
53004 Special Services & Legal	103,115	191,000	148,292	85,000	105,000
53008 Telephone	5,279	5,200	5,200	4,856	5,100
53032 Garbage Collection	1,509	1,800	1,800	1,440	1,512
53037 Electric Utilities	136,408	198,000	171,600	172,636	181,268
53047 Plant Operators	646,836	410,000	469,156	390,000	410,000
53048 Sludge Removal	23,912	31,200	58,500	58,500	62,000
53049 Permit Services	118,504	125,000	105,000	105,000	115,000
53054 General Maintenance & Repairs	12,262	245,000	235,000	175,000	235,000
53055 Miscellaneous	16,183	0	0	0	0
53065 Laboratory Testing	0	18,000	18,000	17,250	21,000
53068 Landscaping Service	<u>0</u>	<u>42,000</u>	<u>71,000</u>	<u>71,000</u>	<u>75,000</u>
Total Contractual Services	1,112,247	1,301,700	1,318,048	1,121,257	1,263,622
OTHER					
54036 Depreciation	0				
54037 Subcontractors & Materials	229,988	225,000	223,601	175,000	200,000
54040 Organizational Cost Reimb.		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Other	229,988	225,000	223,601	175,000	200,000
Total Operating Expenses	2,164,971	2,968,055	3,226,552	2,773,257	3,073,622
OPERATING INCOME	6,496,426	5,155,945	4,897,448	4,826,743	4,597,378
NON-OPERATING REVENUE					
48209 Bond Premium	0	0	0	0	0
48303 Contribution-Non Cash	0	0	0	0	0
49000 Interest Income	(98,308)	55,000	55,000	55,000	55,000
49121 Miscellaneous Reimbursement	8,422	0	0	45,132	0
49410 Contribution of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Non-Operating Revenue	(89,886)	55,000	55,000	100,132	55,000
NON-OPERATING EXPENSES					
54013 Reserve for Contingency	0	0			
62013 2009B Cert of Obligation Principal	1,200,000	1,220,000	1,220,000	1,220,000	1,270,000
63012 2009B Cert of Obligation Interest	2,112,150	2,088,150	2,088,150	2,088,150	2,039,350
65001 Paying Agent Fees	500	500	500	500	500
65002 Issuance Expense	(110,691)	0	0	0	0
90033 Transfer to Fund 505					713,045
90001 Transfer to Fund 101	<u>202,951</u>	<u>269,011</u>	<u>269,011</u>	<u>269,011</u>	<u>309,080</u>
Total Non-Operating Expenses	3,404,910	3,577,661	3,577,661	3,577,661	4,331,975
NON-OPERATING INCOME	(3,494,796)	(3,522,661)	(3,522,661)	(3,477,529)	(4,276,975)
NET INCOME	3,001,630	1,633,284	1,374,787	1,349,214	320,403
Total Net Cash Equivalents - Beginning	3,712,001	5,307,517	6,713,631	6,713,631	8,062,845
Total Net Cash Equivalents - Ending	6,713,631	6,940,801	8,088,418	8,062,845	8,383,248

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
SOLID WASTE COLLECTIONS**

FUND 580-55-560

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUES					
OTHER REVENUES					
49000 Interest Earnings	(3,223)	2,000	2,000	5,000	5,000
49104 Late Fees	3,660	4,000	4,000	4,200	4,248
49115 Solid Waste Subscribers	104,592	100,000	100,000	114,000	114,048
49116 Solid Waste Admin Fees	17,742	10,000	10,000	18,000	18,040
49117 Solid Waste MUD Pmts	2,868,161	2,700,000	2,700,000	3,300,000	3,362,080
49119 Recycling MUD Payments	<u>16,349</u>	<u>16,000</u>	<u>16,000</u>	<u>17,000</u>	<u>17,219</u>
Total Other Revenues	3,007,281	2,832,000	2,832,000	3,458,200	3,520,635
Total Revenues and Resources	3,007,281	2,832,000	2,832,000	3,458,200	3,520,635
OPERATING EXPENSES					
CONTRACTUAL SERVICES					
53019 Solid Waste Contract	2,820,527	2,600,000	2,600,000	3,300,000	3,336,141
53042 Solid Waste Admin Fee	<u>136,310</u>	<u>312,000</u>	<u>312,000</u>	<u>130,000</u>	<u>132,933</u>
Total Contractual Services	2,956,837	2,912,000	2,912,000	3,430,000	3,469,074
OTHER FINANCING USES					
90001 Transfer to General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,000</u>
Total Other Financing Uses	0	0	0	0	16,000
TOTAL APPROPRIATIONS/ EXPENDITURES	2,956,837	2,912,000	2,912,000	3,430,000	3,485,074
REVENUES OVER/(UNDER) EXPENDITURES	50,444	(80,000)	(80,000)	28,200	35,560
BEGINNING BALANCE JULY 1	187,672	108,231	238,116	238,116	266,316
FUND BALANCE JUNE 30	238,116	28,231	158,116	266,316	301,876

INTERNAL SERVICE FUNDS SUMMARY BY YEAR

PROPOSED BUDGET FY 2015

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
REVENUES:					
OPERATING REVENUES					
Other Miscellaneous	10,253	0	0	12,926	0
Insurance Reimbursement	25,841	0	0	34,562	0
Sale of Salvage	26,668	0	0	2,204	0
Federal Grants	0	0	0	0	0
Services Charged	<u>4,087,032</u>	<u>4,618,498</u>	<u>4,618,498</u>	<u>5,525,309</u>	<u>1,081,413</u>
TOTAL OPERATING REVENUES	4,149,794	4,618,498	4,618,498	5,575,001	1,081,413
NON-OPERATING REVENUES					
Interest Earnings	<u>(2,958)</u>	<u>7,000</u>	<u>7,000</u>	<u>22,312</u>	<u>22,300</u>
TOTAL NON-OPERATING REVENUES	(2,958)	7,000	7,000	22,312	22,300
OTHER FINANCING SOURCES					
Contribution of Assets	(25,000)	0	0	0	0
Transfer from General Fund	180,868	0	0	0	0
Transfer from C.O. Fund	0	0	0	0	0
Transfer from Fleet Maint. Fund	0	0	0	0	0
TOTAL REVENUES & RESOURCES	4,302,704	4,625,498	4,625,498	5,597,313	1,103,713
EXPENDITURES					
Personnel	939,871	1,066,438	1,062,138	927,767	0
Commodities	1,099,668	807,795	821,051	1,045,677	112,000
Contractual Services	1,792,276	1,911,635	2,030,853	2,351,035	0
Other Services	559,657	26,711	26,711	8,858	0
Capital Outlay	<u>213,134</u>	<u>587,612</u>	<u>876,817</u>	<u>588,094</u>	<u>512,000</u>
TOTAL EXPENDITURES	4,604,606	4,400,191	4,817,570	4,921,431	624,000
CONTINGENCY	0	0	0	0	0
OTHER FINANCING USES					
Transfers to General Fund	0	0	0	0	0
Transfers to Fund 402	0	0	0	517,460	0
Transfer to Fleet Replace Fund	0	0	0	0	0
TOTAL APPROPRIATIONS/ EXPENDITURES	4,604,606	4,400,191	4,817,570	5,438,891	624,000
NET REVENUES OVER/(UNDER) EXPENDITURES	(301,902)	225,307	(192,072)	158,422	479,713
BEGINNING FUND BALANCE JULY 1	3,383,543	891,225	3,081,641	3,081,641	3,240,063
ENDING FUND BALANCE JUNE 30	3,081,641	1,116,532	2,889,569	3,240,063	3,719,776

*Beginning in Fiscal Year 2015, the Fleet Maintenance, Technology & Innovation Maintenance, and Building Maintenance Funds close out and move to the General Fund.

**INTERNAL SERVICE FUNDS SUMMARY BY FUND
PROPOSED BUDGET FY 2015**

	FLEET REPLACEMENT FUND	TECHNOLOGY AND INNOVATION REPLACEMENT FUND	<u>TOTALS</u>
REVENUES:			
OPERATING REVENUES			
Services Charged	739,805	341,608	1,081,413
Transfers from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OPERATING REVENUES	739,805	341,608	1,081,413
NON-OPERATING REVENUES			
Federal Grants	0	0	0
Interest Earnings	18,000	4,300	22,300
Sale of Salvage	0	0	0
Insurance Reimbursement	0	0	0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL NON-OPERATING REVENUES	18,000	4,300	22,300
TOTAL REVENUES & RESOURCES	757,805	345,908	1,103,713
EXPENDITURES			
Personnel	0	0	0
Commodities	0	112,000	112,000
Contractual Services	0	0	0
Other Services	0	0	0
Capital Outlay	<u>322,000</u>	<u>190,000</u>	<u>512,000</u>
TOTAL EXPENDITURES	322,000	302,000	624,000
CONTINGENCY	0	0	0
OTHER FINANCING USES			
Transfers to General Fund	0	0	0
Transfers to Building Maint. Fund	0	0	0
TOTAL APPROPRIATIONS/ EXPENDITURES	322,000	302,000	624,000
NET REVENUES OVER/(UNDER) EXPENDITURES	435,805	43,908	479,713
BEGINNING FUND BALANCE JULY 1	2,534,204	705,859	3,240,063
ENDING FUND BALANCE JUNE 30	2,970,009	749,767	3,719,776

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
FLEET MAINTENANCE FUND**

FUND 605-65-605

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUE					
48111 Services Charged	983,275	833,169	833,169	994,209	0
NON-OPERATING REVENUE					
49000 Interest Earnings		0	0	171	0
49102 Sale of Salvage	3,579	0	0	2,204	0
49103 Insurance Reimbursement	20,366	0	0	17,281	0
49600 Other Miscellaneous	8,513	0	0	3,858	0
46004 Dept of Energy Grant	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues and Resources	1,015,733	833,169	833,169	1,017,723	0
OPERATING EXPENSES					
PERSONNEL					
51001 Regular Salaries	159,247	169,094	169,094	154,553	0
51002 Additional Compensation	1,451	1,680	1,680	1,252	0
51003 Compensated Absences	12,228	0	0	2,614	0
51004 Overtime	1,392	1,000	1,000	1,000	0
51301 Long-Term Disability	513	568	568	511	0
51302 Taxes, Social Security	13,263	13,141	13,141	11,787	0
51303 Hosp., Life, Dental Insurance	32,703	38,269	38,269	23,694	0
51304 Prorated Health/Dent/Vision	0	0	0	194	0
51305 Retirement	9,534	10,349	10,349	8,287	0
51306 Workers Compensation	<u>3,090</u>	<u>3,010</u>	<u>3,010</u>	<u>1,908</u>	<u>0</u>
Total Personnel	233,421	237,111	237,111	205,800	0
COMMODITIES					
52001 Office Supplies	85	200	200	195	0
52002 Meals & Drinks	96	100	100	90	0
52003 Wearing Apparel	2,104	2,000	2,000	2,000	0
52004 Minor Tools & Equipment	7,364	10,000	10,000	10,000	0
52005 Education, Training & Supplies	340	500	500	200	0
52006 Postage	4	50	50	50	0
52007 Bldg. Matl & Supplies/RPR	(38)	0	0	0	0
52008 Identification Supplies/Film	2,796				
52013 Janitorial Supplies	0	800	800	800	0
52014 Computer Equip Rental Fee	1,050	1,575	1,575	1,575	0
52017 Fuel, Oil & Lubricants	4,390	9,000	9,000	7,000	0
52037 Fleet Repair Costs	374,364	350,000	224,000	368,000	0
52058 Fleet Default Bill Account	191,629	20,000	159,256	215,000	0
52060 Parts-Over/Under	0	2,000	2,000	2,000	0
52065 Central Garage Allocation	25,794	19,872	19,872	19,872	0
52068 Fleet Rental Fees	<u>2,188</u>	<u>3,281</u>	<u>3,281</u>	<u>3,281</u>	<u>0</u>
Total Commodities	612,166	419,378	432,634	630,063	0
CONTRACTUAL SERVICES					
53001 Minor Equip Maint/RPR/RNT	0	384	384	384	0
53002 Insurance	90,746	90,339	90,339	90,339	0
53004 Special Service & Legal	971	1,600	1,600	800	0
53006 Radio Repair/Maintenance	0	600	600	600	0
53009 Building Maintenance Allocation	41,086	41,086	41,086	40,713	0
53012 Computer Services Allocation	20,759	22,121	22,121	31,627	0
53034 Special Product Disposal	296	2,500	2,500	2,300	0
53037 Electric Utilities	<u>10,389</u>	<u>13,850</u>	<u>13,850</u>	<u>11,367</u>	<u>0</u>
Total Contractual Service	164,247	172,480	172,480	178,130	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
FLEET MAINTENANCE FUND**

FUND 605-65-605

		<u>FY 2013 Actual</u>	<u>FY 2014 Original Budget</u>	<u>FY 2014 Revised Budget</u>	<u>FY 2014 Year-End Estimate</u>	<u>FY 2015 Proposed Budget</u>
	OTHER SERVICES					
54001	Printing & Publications	0	50	50	30	0
54002	Dues & Subscriptions	1,608	4,000	4,000	3,200	0
54003	Training & Travel	1,938	0	0	500	0
54005	Vehicle Allowance/Mileage	<u>0</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>0</u>
	Total Other Services	3,546	4,200	4,200	3,730	0
	CAPITAL OUTLAY					
	Total Capital Outlay	0	0	0	0	0
	OTHER FINANCING USES					
90001	Transfer to General Fund		0	0		0
90022	Transfer to Building Maint. Fund		0	0		0
	Total Appropriations/Expenditures	1,013,380	833,169	846,425	1,017,723	0
	REVENUES OVER/(UNDER) EXPENDITURES	2,353	0	(13,256)	0	0
	BEGINNING BALANCE JULY 1	(2,353)	0	0	0	0
	ENDING BALANCE JUNE 30	0	0	(13,256)	0	0

*This Fund closes out in FY 2014 and is moved as a division in Public Works in the General Fund in FY 2015.

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
FLEET REPLACEMENT FUND**

FUND 606-66-606

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
WORKING CAPITAL REVENUES					
48112 Lease Fees Charged	353,424	498,663	498,663	498,663	739,805
49000 Interest Earnings	(7,525)	1,000	1,000	17,800	18,000
49102 Sale of Salvage	21,971	0	0	0	0
49103 Insurance Reimbursement	5,475	0	0	17,281	0
Total Revenues	373,345	499,663	499,663	533,744	757,805
OTHER FINANCING SOURCES					
49410 Contribution of Assets	(25,000)	0	0	0	0
49904 Transfer from Fund 101	180,868	0	0	0	0
Total Revenues and Resources	529,213	499,663	499,663	533,744	757,805
WORKING CAPITAL EXPENSES					
COMMODITIES					
52004 Minor Tools & Equipment	0	0	0	29,747	0
Total Commodities	0	0	0	29,747	0
OTHER SERVICES					
54036 Depreciation	558,928				
54039 Gain/Loss - Disposal-Assets	(22,107)	0	0	0	0
Total Other Services	536,821	0	0	0	0
CAPITAL OUTLAY					
75004 Equipment	35,781	0	0	2,057	23,000
75006 Motor Vehicles	0	293,934	555,639	586,037	299,000
Total Capital Outlay	35,781	293,934	555,639	588,094	322,000
Total Appropriations/Expenditures	572,602	293,934	555,639	617,841	322,000
REVENUES OVER/(UNDER) EXPENDITURES	(43,389)	205,729	(55,976)	(84,097)	435,805
BEGINNING BALANCE JULY 1	2,661,690	608,259	2,618,301	2,618,301	2,534,204
ENDING BALANCE JUNE 30	2,618,301	813,988	2,562,325	2,534,204	2,970,009

Non Working Capital Expenses
Depreciation (See Note)

Note: Depreciation is an expense item that does not use working capital. In order to comply with General Accepted Accounting Principles, depreciation needs to be recorded in enterprise and internal service funds.

<u>FLEET RENTAL FEE CHARGED</u>	FY 2014 <u>Amount</u>	FY 2015 <u>Amount</u>
Technology & Innovation	1,875	2,500
Communications	3,642	5,313
Finance Administration	1,313	0
Police Administration	13,331	27,838
Police Support Services	1,575	2,150
Police C.I.D.	25,977	38,511
Police Patrol	223,425	346,233
Fire Administration	2,704	1,418
Fire Prevention	7,821	10,929
Fire Training	1,500	2,000
Fire Operations	9,731	12,975
PW Administration	12,715	13,543
Streets/Drainage/Traf. Control	110,400	150,504
Animal Control	5,578	5,375
Parks	40,510	63,111
Recreation	3,425	4,567
Planning	1,125	1,500
Inspection	10,719	16,330
Code Enforcement	10,375	16,483
Fleet	3,281	7,525
Facilities Maintenance	7,641	11,000
	498,663	739,805

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
FLEET REPLACEMENT FUND**

SUMMARY OF VEHICLE & FLEET EQUIPMENT REPLACEMENTS

<u>Description</u>	<u>Dept #</u>	<u>Unit #</u>	<u>Line Item #</u>	<u>Amount</u>
Replacement for Fiscal Year 2015				
Police Staff - Chevy	120	2116	75006	\$21,500
Police Staff - Chevy	120	2120	75006	\$21,500
Police Staff - Ford	124	2108	75006	\$21,500
Police Staff - Chevy	126	2402	75006	\$24,500
Police - Supercab 2WD pickup	126	2434	75006	\$21,500
Police Patrol Vehicle	128	2509	75006	\$15,000
Police Patrol Vehicle	128	2521	75006	\$32,000
Police Patrol Vehicle	128	2526	75006	\$32,000
Fire Pickup	132	3165	75006	\$21,500
Superduty Flatbed	142	4220	75006	\$28,500
Display Systems	142	42167	75004	\$23,000
Ford - 350	150	5154	75006	\$38,000
Fleet Staff - Chevy	145	1101	75006	\$21,500
Replacement for Fiscal Year 2015				\$322,000

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TECHNOLOGY & INNOVATION MAINTENANCE FUND**

	FUND 610-61-610				
	<u>FY 2013 Actual</u>	<u>FY 2014 Original Budget</u>	<u>FY 2014 Revised Budget</u>	<u>FY 2014 Year-End Estimate</u>	<u>FY 2015 Proposed Budget</u>
NON-OPERATING REVENUE					
49000 Interest Income	4,593	0			
OPERATING FINANCING RESOURCES					
Transfers from General Fund 101		0		0	0
OPERATING REVENUE					
48111 Services Charged	1,460,957	1,798,495	1,798,495	2,571,317	0
Total Revenues and Resources	1,465,550	1,798,495	1,798,495	2,571,317	0
OPERATING EXPENSES					
PERSONNEL					
51001 Regular Salaries	336,813	407,906	403,606	383,817	0
51002 Additional Compensation	1,225	1,392	1,392	1,688	0
51003 Compensated Absences	6,483	0	0	5,367	0
51004 Overtime	12,309	6,000	6,000	7,000	0
51101 Part Time: 20-29 Hours	6,034	20,000	20,000	19,074	0
51201 Car/Clothing Allowance	375	1,800	1,800	1,875	0
51202 Cell Phone Allowance	7,080	8,640	8,640	7,168	0
51301 Long-Term Disability	1,043	1,371	1,371	1,191	0
51302 Taxes, Social Security	27,648	33,961	33,961	31,080	0
51303 Hosp., Life, Dental Insurance	46,703	59,815	59,815	55,239	0
51305 Retirement	19,459	25,542	25,542	21,402	0
51306 Workers Compensation	<u>698</u>	<u>860</u>	<u>860</u>	<u>586</u>	<u>0</u>
Total Personnel	465,870	567,287	562,987	535,487	0
COMMODITIES					
52001 Office Supplies	154	1,000	1,000	1,000	0
52002 Meals & Drinks	63	50	50	250	0
52003 Wearing Apparel	0	200	200	0	0
52004 Minor Tools & Equipment	48,752	40,000	40,000	65,000	0
52005 Education, Training & Supplies	988	100	100	100	0
52006 Postage	227	300	300	50	0
52014 Computer Equipment Rental Fee	53,493	80,240	80,240	80,240	0
52017 Fuel Oil and Lubricants	851	1,100	1,100	1,100	0
52061 Computer Repair/Replacement	23,602	10,000	10,000	10,000	0
52062 Copy Machine Supplies/RPR	43,091	60,000	60,000	60,000	0
52065 Central Garage Allocation	945	894	894	894	0
52068 Fleet Rental Fees	<u>1,250</u>	<u>1,875</u>	<u>1,875</u>	<u>1,875</u>	<u>0</u>
Total Commodities	173,416	195,759	195,759	220,509	0
CONTRACTUAL SERVICES					
53001 Minor Equip Maint/RPR/RNT	3,343	100	100	100	0
53002 Insurance	825	1,662	1,662	1,486	0
53004 Special Service & Legal	69,602	98,660	106,961	98,660	0
53005 Service Agreements & Repair	341,490	506,258	598,359	740,986	0
53007 Conference Expense	0	2,000	2,000	2,000	0
53008 Telephone	429,260	255,620	265,305	388,407	0
53009 Building Maintenance Allocation	<u>63,181</u>	<u>58,471</u>	<u>58,471</u>	<u>62,607</u>	<u>0</u>
Total Contractual Service	907,701	922,771	1,032,858	1,294,246	0
OTHER SERVICES					
54001 Printing & Publications	25	50	50	75	0
54002 Dues & Subscriptions	128	100	100	100	0
54003 Training & Travel	16,091	18,650	18,650	3,240	0
54005 Vehicle Allowance & Mileage	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>0</u>
Total Other Services	16,244	19,000	19,000	3,615	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TECHNOLOGY & INNOVATION MAINTENANCE FUND**

	FUND 610-61-610				
	FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
	<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Year-End</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Budget</u>	<u>Estimate</u>	<u>Budget</u>
CAPITAL OUTLAY					
75001 Equipment - Computer	0	0		0	0
75002 Information Systems	<u>0</u>	<u>93,678</u>	<u>121,178</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	0	93,678	121,178	0	0
OTHER FINANCING USES					
90001 Operating Transfers to General Fund	0	0	0	0	0
90013 Transfer to Fund 402	<u>0</u>	<u>0</u>	<u>0</u>	<u>517,460</u>	<u>0</u>
Total Other Financing Uses	0	0	0	517,460	0
Total Appropriations/Expenditures	1,563,231	1,798,495	1,931,782	2,571,317	0
REVENUES OVER/(UNDER) EXPENDITURES	(97,681)	0	(133,287)	0	0
BEGINNING BALANCE JULY 1	97,681	0	0	0	0
ENDING BALANCE JUNE 30	0	0	(133,287)	0	0

*This Fund closes out at the end of FY 2014 and moves to the General Fund as a department.

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
TECHNOLOGY & INNOVATION REPLACEMENT FUND**

FUND 611-62-611

		FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
OPERATING REVENUE						
48112	Lease Fees Charged	171,279	258,178	258,178	258,178	341,608
NON-OPERATING REVENUE						
49000	Interest Earnings	(1,748)	6,000	6,000	4,341	4,300
49102	Sale of Salvage	1,118	0	0	0	0
	Total Revenues and Resources	170,649	264,178	264,178	262,519	345,908
OPERATING EXPENSES						
COMMODITIES						
52004	Minor Tools & Equipment	171,271	44,600	44,600		112,000
52085	Computer Lease	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>0</u>
	Total Commodities	171,271	44,600	44,600	20,000	112,000
CAPITAL OUTLAY						
54036	Depreciation	177,353	0	0	0	0
75001	Equipment - Computer	<u>0</u>	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>190,000</u>
	Total Capital Outlay	177,353	200,000	200,000	0	190,000
	Total Appropriations/Expenditures	348,624	244,600	244,600	20,000	302,000
REVENUES OVER/(UNDER) EXPENDITURES		(177,975)	19,578	19,578	242,519	43,908
BEGINNING BALANCE JULY 1		641,315	282,966	463,340	463,340	705,859
ENDING BALANCE JUNE 30		463,340	302,544	482,918	705,859	749,767

Non Working Capital Expenses
Depreciation (See Note)

Note: Depreciation is an expense item that does not use working capital. In order to comply with Generally Accepted Accounting Principles, depreciation needs to be recorded in enterprise and internal service funds.

	FY 2014 <u>Amount</u>	FY 2015 <u>Amount</u>
Lease Fees Charged		
Council & Management	8,121	10,829
City Secretary	7,294	9,724
Human Resources/Org Dev.	1,125	1,300
Legal	1,668	2,250
Municipal Court	5,796	7,329
Communications	2,250	2,700
Finance Administration	1,088	1,450
Purchasing & Risk Management	863	1,150
Accounting	4,913	6,150
Police Administration	4,800	6,400
Police Support Services	9,123	11,864
Police C.I.D.	8,614	10,736
Police Patrol	57,263	76,150
Fire Administration	1,693	2,257
Fire Prevention	2,775	3,700
Fire Training	675	900
Fire Operations	16,838	22,450
Engineering	6,129	8,171
Streets/Drainage/Traf. Control	5,344	7,125
G.I.S.	4,500	6,000
Animal Control	225	200
Parks	1,744	2,325
Recreation	3,774	5,032
Planning	6,321	8,429
Inspection	7,313	8,850
Code Enforcement	5,288	7,950
Radio Fund	638	850
Fleet Maintenance	1,575	2,100
Technology & Innovation	80,240	106,987
Building Maintenance	<u>188</u>	<u>250</u>
	258,178	341,608

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
BUILDING MAINTENANCE FUND**

FUND 615-63-616

	FY 2013 <u>Actual</u>	FY 2014 <u>Original Budget</u>	FY 2014 <u>Revised Budget</u>	FY 2014 <u>Year-End Estimate</u>	FY 2015 <u>Proposed Budget</u>
NON-OPERATING REVENUE					
49000 Interest Income	1,722	0	0	0	0
OPERATING FINANCING RESOURCES					
49904 Transfer from General Fund 101	0	0	0	0	0
Transfer from Fleet Maint. Fund 615	0	0	0	0	0
OPERATING REVENUE					
48111 Services Charged	1,118,097	1,229,993	1,229,993	1,202,942	0
49600 Other Miscellaneous	1,740	0	0	9,068	
49103 Insurance Reimbursement	0	0	0	0	
Total Revenues and Resources	1,121,559	1,229,993	1,229,993	1,212,010	0
OPERATING EXPENSES					
PERSONNEL					
51001 Regular Salaries	172,101	181,399	181,399	135,384	0
51002 Additional Compensation	1,881	2,112	2,112	1,180	0
51003 Compensated Absences	7	0	0	5,724	0
51004 Overtime	1,221	5,000	5,000	1,500	0
51202 Cell Phone Allowance	2,538	2,700	2,700	1,725	0
51301 Long-Term Disability	543	609	609	438	0
51302 Taxes, Social Security	12,668	14,628	14,628	10,231	0
51303 Hosp., Life, Dental Insurance	36,807	40,203	40,203	20,761	0
51305 Retirement	9,390	11,521	11,521	7,558	0
51306 Workers Compensation	<u>3,424</u>	<u>3,868</u>	<u>3,868</u>	<u>1,979</u>	<u>0</u>
Total Personnel	240,580	262,040	262,040	186,480	0
COMMODITIES					
52001 Office Supplies	43	250	250	250	0
52002 Meal & Drinks	13,923	10,000	10,000	10,000	0
52003 Wearing Apparel	2,824	2,000	2,000	2,000	0
52004 Minor Tools & Equipment	7,810	6,000	6,000	6,300	0
52006 Postage		0	0	0	0
52007 Bldg. Mat'l, Supplies & Repair	74,245	83,400	83,400	83,400	0
52013 Janitorial Supplies	4,877	3,500	3,500	500	0
52014 Computer Rental Equip. Fee	275	188	188	188	0
52017 Fuel, Oil and Lubricants	12,766	14,000	14,000	14,000	0
52065 Central Garage Allocation	20,958	21,079	21,079	21,079	0
52068 Fleet Rental Fees	<u>5,094</u>	<u>7,641</u>	<u>7,641</u>	<u>7,641</u>	<u>0</u>
Total Commodities	142,815	148,058	148,058	145,358	0
CONTRACTUAL SERVICES					
53001 Minor Equip Maint/RPR/RNT	2,551	2,900	2,900	2,900	0
53002 Insurance	72,253	75,994	75,994	75,542	0
53004 Special Service & Legal	134,834	149,554	149,554	202,554	0
53005 Service Agreements/RPR	0	0	0	0	0
53007 Conference Expense	2,456	2,477	2,477	1,400	0
53012 Computer Services Allocation	12,027	12,589	12,589	17,999	0
53023 Building Repairs	91,121	126,320	135,451	115,000	0
53032 Garbage Collection	15,092	10,150	10,150	8,710	0
53037 Electric Utilities	356,572	406,000	391,000	411,673	0
53041 Water Utilities	18,860	17,400	17,400	19,131	0
53046 Gas Utilities	14,562	13,000	28,000	23,750	0
53056 Golf Course Utilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Service	720,328	816,384	825,515	878,659	0

**SUMMARY OF REVENUES, EXPENDITURES AND
CHANGES IN FUND EQUITY
BUILDING MAINTENANCE FUND**

		FUND 615-63-616				
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015
		<u>Actual</u>	<u>Original</u> <u>Budget</u>	<u>Revised</u> <u>Budget</u>	<u>Year-End</u> <u>Estimate</u>	<u>Proposed</u> <u>Budget</u>
	OTHER SERVICES					
54001	Print & Publications	0	25	25	25	0
54002	Dues & Subscriptions	271	313	313	388	0
54003	Training & Travel	2,775	3,073	3,073	1,000	0
54005	Vehicle Allowance/Mileage		<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
	Total Other Services	3,046	3,511	3,511	1,513	0
	CAPITAL OUTLAY					
	Total Capital Outlay	0	0	0	0	0
	OTHER FINANCING USES					
90001	Op Transfer to General Fund	0	0	0	0	0
	Total Appropriations/Expenditures	1,106,769	1,229,993	1,239,124	1,212,010	0
	REVENUES OVER/(UNDER) EXPENDITURES	14,790	0	(9,131)	0	0
	BEGINNING BALANCE JULY 1	(14,790)	0	0	0	0
	ENDING BALANCE JUNE 30	0	0	(9,131)	0	0

*This Fund closes out in FY 2014 and is moved as a division in Public Works in the General Fund in FY 2015.





FY2014

COMPENSATION PLAN:

EXEMPT

NONEXEMPT

***CERTIFIED POLICE & EMERGENCY
COMMUNICATIONS***

CERTIFIED FIRE

INCENTIVE/CERTIFICATION PAY

Approved: June 2013 (Updated: May 23, 2014)

GRD	GRP	NON-EXEMPT POSITIONS	FLSA		MIN	MID	MAX
01	2000	VACANT	N	Annual Monthly Hourly	\$20,434 \$1,703 \$9.83	\$25,542 \$2,129 \$12.28	\$30,650 \$2,554 \$14.74
02	2000	Customer Service Clerk	N	Annual Monthly Hourly	\$21,251 \$1,771 \$10.22	\$26,564 \$2,214 \$12.77	\$31,876 \$2,656 \$15.33
03	2000	Park Caretaker I Records Mgmt. Asst. Street Technician I	N	Annual Monthly Hourly	\$22,101 \$1,842 \$10.63	\$27,626 \$2,302 \$13.28	\$33,151 \$2,763 \$15.94
04	2000	VACANT	N	Annual Monthly Hourly	\$22,985 \$1,915 \$11.05	\$28,731 \$2,394 \$13.81	\$34,478 \$2,873 \$16.58
05	2000	Accounting Clerk II Bldg. Maintenance /Asst. Tech Police Records Tech Signal Technician I	N	Annual Monthly Hourly	\$23,904 \$1,992 \$11.49	\$29,881 \$2,490 \$14.37	\$35,857 \$2,988 \$17.24
06	2000	Customer Relations Specialist I Park Caretaker II Permit Service Rep I Property Room Tech	N	Annual Monthly Hourly	\$24,861 \$2,072 \$11.95	\$31,076 \$2,590 \$14.94	\$37,291 \$3,108 \$17.93
07	2000	Animal Control Officer Buyer Deputy Court Clerk Dep. Court Clerk/Juv. Case Mgr.	N	Annual Monthly Hourly	\$26,101 \$2,175 \$12.55	\$32,630 \$2,719 \$15.69	\$39,155 \$3,263 \$18.83
08	2000	Accounting Technician Customer Relations Specialist II Mechanic I Park Caretaker III Recreation Attendant Video Technician	N	Annual Monthly Hourly	\$27,409 \$2,284 \$13.18	\$34,261 \$2,855 \$16.47	\$41,113 \$3,426 \$19.77
09	2000	Detention Officer Permit Service Rep II	N	Annual Monthly Hourly	\$28,779 \$2,398 \$13.84	\$35,974 \$2,998 \$17.30	\$43,169 \$3,597 \$20.75
10	2000	Administrative Assistant Animal Control Supervisor. CDBG Code Inspector I Code Enforcement Inspector I Crime Victims Liaison Off. Health Inspector I IT Support Technician Human Resources/OD Tech Mechanic II Street Technician II	N	Annual Monthly Hourly	\$30,506 \$2,542 \$14.67	\$38,133 \$3,178 \$18.33	\$45,759 \$3,813 \$21.99
11	2000	Accountant Building Maintenance Tech. Crew Leader (Parks) Crimes Analyst GIS Technician I Jr. Digital Video Engineer Signal Technician II	N	Annual Monthly Hourly	\$32,336 \$2,695 \$15.55	\$40,420 \$3,368 \$19.43	\$48,505 \$4,042 \$23.32

AS/400 PC/LAN Specialist
 Building Inspector II
 Chief Deputy Court Clerk
 Code Enforcement Inspector II
 Construction Inspector
 Chief Signal Technician
 Crew Leader Streets & Drainage
 Planner I
 Police Records Supervisor
 Project Coordinator
 Recreation Specialist
 Senior Accounting Technician

12	2000			Annual	\$34,277	\$42,846	\$51,415
				Monthly	\$2,856	\$3,571	\$4,285
		N		Hourly	\$16.48	\$20.60	\$24.72

Building Inspector III
 Chief Signal Technician
 Code Enforcement Inspector III
 Community Relations Coord.
 Crew-leader-Signs
 Desktop Services Specialist III
 Digital Video Engineer
 Intelligent Transp. Syst Specialist
 Lead Building Maint Tech
 Park Supervisor
 Planner II
 Senior Accountant
 Street Supervisor
 Website Designer

13	2000			Annual	\$36,333	\$45,416	\$54,500
				Monthly	\$3,028	\$3,785	\$4,542
		N		Hourly	\$17.47	\$21.84	\$26.20

Commercial Plan Examiner
 Desktop Services Specialist III
 GIS Operations Specialist
 GIS Production Specialist
 Systems Administrator
 Recreation Supervisor

14	2000			Annual	\$38,513	\$48,141	\$57,770
				Monthly	\$3,209	\$4,012	\$4,814
		N		Hourly	\$18.52	\$23.15	\$27.77

Office Manager
 Procurement Analyst
 Network Administrator

15	2000			Annual	\$40,824	\$51,030	\$61,236
				Monthly	\$3,402	\$4,253	\$5,103
		N		Hourly	\$19.63	\$24.53	\$29.44

GRD	GRP	EXEMPT POSITIONS	FLSA		MIN	MID	MAX
20	1000	VACANT	E	Annual	\$40,626	\$51,798	\$62,970
				Monthly	\$3,386	\$4,317	\$5,248
				Hourly	\$19.53	\$24.90	\$30.27
21	1000	Horticulturist	E	Annual	\$44,688	\$56,978	\$69,267
				Monthly	\$3,724	\$4,748	\$5,772
				Hourly	\$21.48	\$27.39	\$33.30
22	1000	Codes Enforcement Supervisor	E				
		Deputy Building Official					
		Fleet Superintendent		Annual	\$49,157	\$62,676	\$76,194
		GIS Administrator		Monthly	\$4,096	\$5,223	\$6,350
		Marketing/Communications Specialist		Hourly	\$23.63	\$30.13	\$36.63
		Recreation Superintendent					
		Senior Planner					
23	1000	Utilities Coordinator	E				
		Accounting Manager					
		Budget/Financial Manager					
		Building Official					
		Capital Project Manager					
		Facilities Superintendent		Annual	\$56,531	\$72,077	\$87,623
		HR/OD Manager		Monthly	\$4,711	\$6,006	\$7,302
24	1000	IT Operations Manager	E	Hourly	\$27.18	\$34.65	\$42.13
		Purchasing/Risk Manager					
		Revenue/CIP Manager					
		Street Superintendent					
		Utilities Manager					
		Asst. City Engineer					
		Asst. City Attorney					
25	1000	Asst. Dir of Public Works	E	Annual	\$66,706	\$85,051	\$103,395
		Asst. Dir Parks & Rec.		Monthly	\$5,559	\$7,088	\$8,616
		Asst. Director of Dev Servcs		Hourly	\$32.07	\$40.89	\$49.71
		Asst. Director of Finance					
25	1000	Exec. Director of Economic Development	E	Annual	\$78,246	\$97,808	\$117,369
				Monthly	\$6,521	\$8,151	\$9,781
				Hourly	\$37.62	\$47.02	\$56.43

GRD	GRP	FIRE POSITIONS	FLSA		MIN	MID	MAX
				Annual	\$46,028	\$53,278	\$60,529
F1	3100	Firefighter	N	Monthly	\$3,836	\$4,440	\$5,044
				Hourly-53	\$16.70	\$19.33	\$21.96
				Annual	\$57,008	\$63,034	\$69,060
F2	3100	Fire/EMT App Operator	N	Monthly	\$4,751	\$5,253	\$5,755
		Fire Inspector,		Hourly-53	\$20.69	\$22.87	\$25.06
				Annual	\$61,319	\$69,985	\$78,651
		Fire Lieutenant		Monthly	\$5,110	\$5,832	\$6,554
F3	3100	Sr. Fire Inspector	N	Hourly-53	\$22.25	\$25.39	\$28.54
				Annual	\$76,064	\$83,554	\$91,043
F4	3100	Battalion Chief		Monthly	\$6,339	\$6,963	\$7,587
			N	Hourly-53	\$27.60	\$30.32	\$33.03
				Annual	\$80,324	\$89,805	\$99,287
F5	3000	Fire Marshal Emergency Mng Coord	E	Monthly	\$6,694	\$7,484	\$8,274
		Training & Educ Chief		Hourly-40	\$38.62	\$43.18	\$47.73
				Annual	\$84,431	\$94,985	\$105,539
F6	3000	Assistant Fire Chief	E	Monthly	\$7,036	\$7,915	\$8,795
				Hourly-40	\$40.59	\$45.67	\$50.74

GRD	GRP	POLICE POSITIONS	FLSA		MIN	MID	MAX
TCO	4100	Telecommunications Officer	N	Annual	\$31,366	\$39,321	\$47,277
				Monthly	\$2,614	\$3,277	\$3,940
				Hourly	\$15.08	\$18.90	\$22.73
P1	4100	Police Cadet	N	Annual	\$42,807	\$42,807	\$42,807
				Monthly	\$3,567	\$3,567	\$3,567
				Hourly	\$20.58	\$20.58	\$20.58
P2	4100	Police Officer	N	Annual	\$46,434	\$55,275	\$64,116
				Monthly	\$3,870	\$4,606	\$5,343
				Hourly	\$22.32	\$26.57	\$30.83
TCS	4100	Telecommunications Supervisor	N	Annual	\$45,081	\$56,352	\$67,622
				Monthly	\$3,757	\$4,696	\$5,635
				Hourly	\$21.67	\$27.09	\$32.51
P3	4100	Compliance & Accreditation Supervisor	N	Annual	\$52,935	\$60,531	\$70,127
		Criminalist		Monthly	\$4,411	\$5,044	\$5,844
		Detective		Hourly	\$25.45	\$29.10	\$33.71
P4	4100	Police Support Technician	N	Annual	\$61,396	\$69,572	\$77,747
		Sergeant		Monthly	\$5,116	\$5,798	\$6,479
				Hourly	\$29.52	\$33.45	\$37.38
P5	4100	Community Resource Officer	N	Annual	\$71,790	\$79,263	\$86,735
		Lieutenant		Monthly	\$5,983	\$6,605	\$7,228
		Radio Systems Manager		Hourly	\$34.51	\$38.11	\$41.70
P6	4000	Police Captain	E	Annual	\$82,226	\$90,567	\$98,907
				Monthly	\$6,852	\$7,547	\$8,242
				Hourly	\$39.53	\$43.54	\$47.55
P7	4000	Assistant Police Chief	E	Annual	\$85,274	\$97,606	\$109,938
				Monthly	\$6,095	\$7,009	\$7,924
				Hourly	\$41.00	\$46.93	\$52.85

SPECIALTY / CERTIFICATION	ELIGIBLE	MONTHLY
Bilingual Skill Pay (Spanish)	All Employees	\$30
Intermediate TCO Certification	Telecommunications Officers	\$30
Advanced TCO Certification	Telecommunications Officers/Supervisors	\$30
Master TCO Certification	Telecommunications Officers/Supervisors	\$30
Communications Training Officer Certification	Telecommunications Officers/Supervisors	\$50
Intermediate Firefighter Certificate	Fire Dept	\$30
Advanced Firefighter Certificate	Fire Dept	\$30
Instructor's Certificate	Fire Dept	\$30
Inspector's Certificate	Fire Dept	\$20
Arson Investigator Certificate	Fire Dept	\$100
EMT Intermediate	Fire Dept	\$120
EMT Paramedic	Fire Dept	\$280
Intermediate Peace Officer Certificate	Certified Police Officers	\$30
Advanced Peace Officer Certificate	Certified Police Officers	\$30
Instructor's Certificate	Certified Police Officers	\$30
Master Peace Officer Certificate	Certified Police Officers	\$30
Field Training Officer	Certified Police Officers	\$50
SWAT Certification	Certified Police Officers	\$50
Special Crimes Unit (SCU)	Certified Police Officers	\$150



**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
GENERAL GOVERNMENT						
<u>Council & Management</u>						
None	0					
Total Council & Management	0				0	
<u>City Secretary</u>						
Classification/Title Change - Deputy City Sec.	8,722	Y			8,722	
Classification/Title Change - Office Manager	7,042		N			
Classification/Title Change - Records Tech.	6,846		N			
Total City Secretary	22,610				8,722	
<u>Human Resources & Organizational Development</u>						
Administrative Assistant	50,494		N			
Total HR & OD	50,494				0	
<u>Legal</u>						
Special Legal Services	20,000		N			
Total Legal	20,000				0	
<u>Municipal Court</u>						
Court Clerk Certification Pay	4,515		N			
Total Municipal Court	4,515				0	
<u>Communications</u>						
Customer Relations Specialist II from PT to FT	5,740	Y		Net cost \$5,740 after reduction of 1 PT position and \$16K from Solid Waste Fund	5,740	
Total Communications	5,740				5,740	
<u>Economic Development</u>						
Laptop w/ Docking Station; two screens; wireless keyboard and mouse	4,000	Y		Fund in the T.I. Budget - Minor Tools & Equip. Acct.	4,000	
Travel Projector w/ case						
MS Office Suite - Current Version	1,000		N			
Total Economic Development	5,000				4,000	
TOTAL GENERAL GOVERNMENT	108,359				18,462	
FINANCE						
<u>Finance Administration</u>						
None	0					
Total Finance Administration	0				0	
<u>Purchasing</u>						
Senior Buyer	67,935		N			

**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
Total Purchasing	67,935				0	
<u>Accounting & Budget</u>						
Grants Coordinator	81,238	Y		\$27,608 from GF; \$49,500 from CDBG. Total position cost - \$77,108	27,608	
Budget Analyst	77,723		N			
Accounting Tech Reclass	(11,901)		N			
Total Accounting	147,060				27,608	
TOTAL FINANCE	214,995				27,608	
POLICE						
<u>Police Administration</u>						
Administrative Police Lieutenant	105,299		N			
Staff Mid-Sized Car	18,500		N			
Total Police Administration	123,799				0	
<u>Support Services</u>						
OSSI'S ASAP Module	11,600		N	Tentative		
Video Security Camera	495,280		N			
Coban In-Car Camera Project	96,075		N			
NICE Audio Recording System	94,780		N			
7 Telecommunication Officers	351,561		N			
Police Records Technician	41,277		N			
PRO Q&A Quality Assurance Review System	17,185		N			
Office Chairs for Dispatch Records	5,675	Y			5,675	
Total Support Services	1,113,433				5,675	
<u>C.I.D.</u>						
OSSI Sex Offencer Registration Module	11,488		N	Tentative		
5 Detectives	428,125		N			
CID Sergeant	95,542		N			
License Plate Recognition System	20,000		N			
3 Unmarked Police Vehicles	63,000		N			
Total C.I.D.	618,155				0	
<u>Patrol</u>						
6 Detention Officers - Part-time	72,408	Y		Four of six funded	48,272	
Cell Phone Allowance for 9 Supervisors	5,400	Y			5,400	
8 Patrol Vehicle Replacements	446,312		N			
24 Police Officers - 12 months	1,774,560		N			
3 Sergeants - 12 months	276,348		N			
15 Patrol Vehicles	836,835		N			
PD vehicles reassigned as take-home	14,000	Y			14,000	
Total Patrol	3,425,863				67,672	
<u>Code Enforcement</u>						
Cell Phone for Code Enforcement Officer	540	Y			540	

**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
<i>Total Code Enforcement</i>	<i>540</i>				<i>540</i>	
TOTAL POLICE	5,281,790				73,347	
FIRE & RESCUE SERVICES						
<u>Administration</u>						
ISO Consultant - Grading Summary & Improv.	15,500	Y			15,500	
Part-Time Resource Manager	26,167		N			
Resource Manager - 6 month	63,053		N			
Facilitator - Cultural Community Outreach	600	Y			600	
Assistant Fire Chief (Reclassify Fire Marshal)	7,392		N			
Resident Emergency Comm. Network System	12,000		N			
Validate FF Hiring Physical Ability Test	15,000		N			
Emergency Preparedness Guides	1,000		N			
<i>Total Fire Administration</i>	<i>140,712</i>				<i>16,100</i>	
<u>Prevention</u>						
Fire Inspector	117,945		N			
Administrative Assistant	53,512		N			
<i>Total Fire Prevention</i>	<i>171,457</i>				<i>0</i>	
<u>Fire Training</u>						
Fire Training Lieutenant	151,085		N			
<i>Total Fire Training</i>	<i>151,085</i>				<i>0</i>	
<u>Fire Operations</u>						
Overtime Increase to Staff Squad Response Veh.	60,480	Y			60,480	
3 FF to increase minimum staffing at Station 3	199,890		N			
Exhaust Removal Systems	63,000		N			
EMS Captain	155,770		N			
Cell Phone Allowance (add voice) Battalion Chief	1,620	Y			1,620	
Controlled Access Pharmaceutical Dispenser						
and Software	14,100		N			
SUV for Squad	35,876		N			
<i>Total Fire Operations</i>	<i>530,736</i>				<i>62,100</i>	
TOTAL FIRE & RESCUE SERVICES	993,990				78,200	
PUBLIC WORKS						
<u>Administration</u>						
Storm water Management Program	25,000		N	Only create a new account for this program		
Donation -Traffic Sign Art Box (In Donations Fund)	2,000	Y		In Donations Fund	2,000	
City Engineer Reclass	21,099	Y			21,099	
Utilities Superintendent Reclass	1,778		N			
Cartegraph I-Cloud (IT Request)	15,000		N			
Blue Beam (I.T. Request)	228	Y		Moved to T.I. Dept.	228	
<i>Total PW Administration</i>	<i>65,105</i>				<i>23,327</i>	

**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
<u>Streets, Drainage & Traffic Operations</u>						
3 Blue Beam (I.T. Request)	684	Y		Moved to T.I. Dept.	684	
Street Tech II	57,842		N			
Performance Quality Maint. On UPS for Traffic						
Management Center (IT Request)	10,000		N			
Chameleon Licensing and 1 yr. software						
50 licenses	6,080		N			
Sand Spreader	11,000	Y			11,000	
Administrative Assistant	55,166		N			
Color Printer (IT Request)	525	Y		Moved to T.I. Dept.	525	
Total Streets, Drainage & Traffic Control	141,297				12,209	
<u>GIS</u>						
Conversion of Parcel Framework	43,000		N			
ESRI Community Analyst	1,000		N			
Ike GPS Warranty	595		N			
I-Pad Mini (IT Request)	299		N			
Nexus 7 Tablet (IT Request)	299		N			
Total G.I.S.	45,193				0	
<u>Animal Services</u>						
None						
Total Animal Services	0				0	
TOTAL PUBLIC WORKS	251,595				35,536	
PARKS & RECREATION						
<u>Parks</u>						
Park Caretaker II	42,952		N			
Lake Fountain replacements	10,000	Y		Only \$4,000	4,000	
Tree Projects	10,000		N			
Sidewalk removal and DG Replacement @						
MacNaughton Park	54,000		N			
Hunters Glen Train repairs	18,500		N			
Storage container for Park Mntc. Facility	4,000	Y			4,000	
Total Parks	139,452				8,000	
<u>Recreation</u>						
Fitness Equipment	15,000		N			
Tennis Court Resurface	25,000		N			
Recreation Attendant	44,795		N			
Tables	5,000		N			
Playground for Rec & Tennis Center	25,000	Y		Funded out of Park Zone 7 funds	25,000	
Auditorium Chair replacement	5,000		N			
Total Recreation	119,795				25,000	
TOTAL PARKS & RECREATION	259,247				33,000	

**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

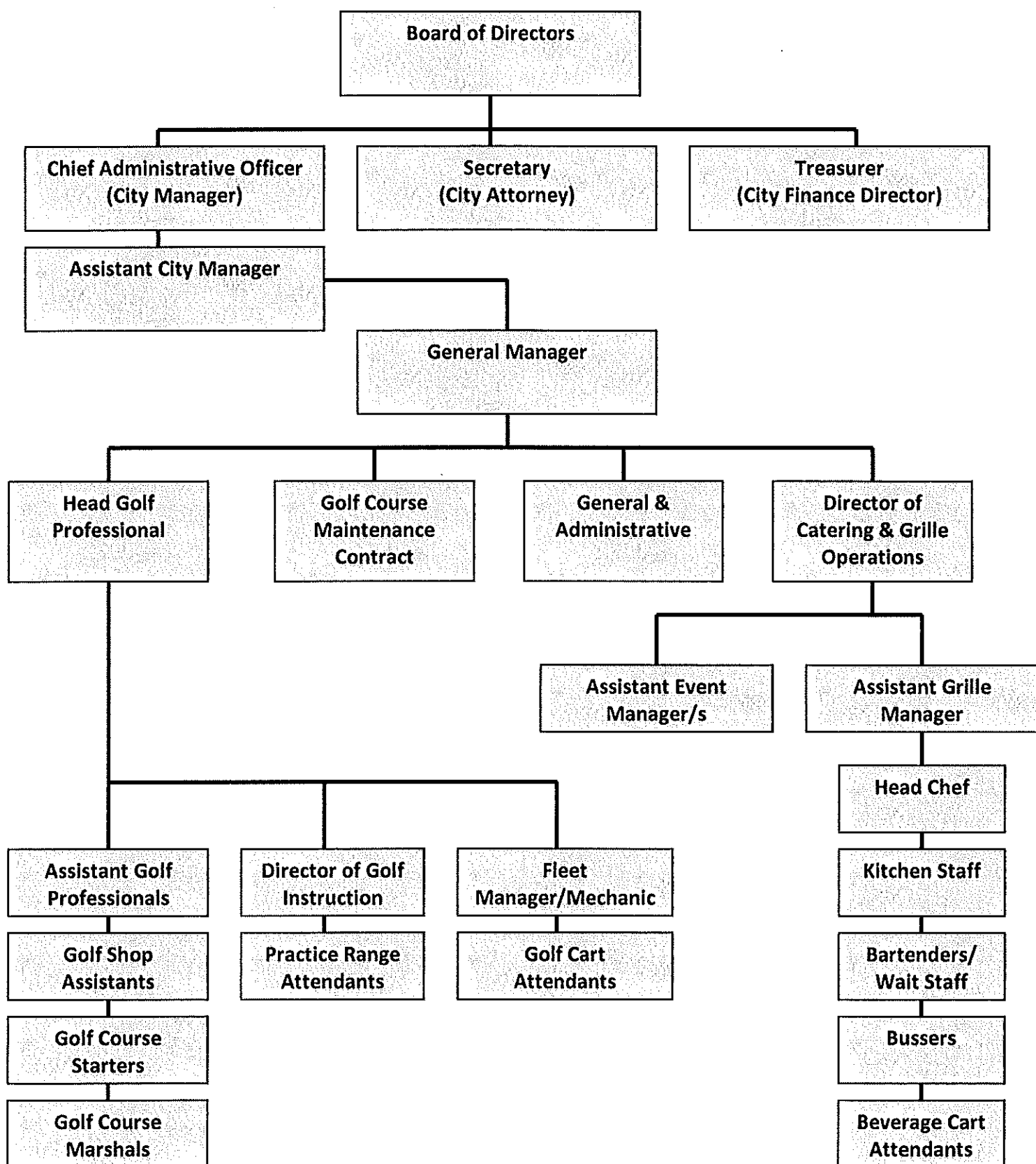
ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
DEVELOPMENT SERVICES						
<u>Planning</u>						
CDBG Grants Manager (Reimb. with CDBG fun	77,893		N	Funded in Finance		
Comprehensive Plan Review Consultant	90,000	Y		Added \$30K for \$120K total	120,000	
Voice and data allowance for Sr. Planner	1,080	Y			1,080	
Planner I	66,916		N			
Community Rating System upgrade to Class 6	25,000		N			
Total Planning & Development	260,889				121,080	
<u>Inspections</u>						
Commercial Plans Reviewer	65,926		N			
Health Inspector I	48,182		N			
Residential Plans Reviewer	66,213		N			
Total Inspections	180,321				0	
TOTAL PLANNING	441,210				121,620	
<u>Fleet Maintenance Fund (101-15-145)</u>						
Tech II Flash Kit	9,000	Y			9,000	
Plasma Cutting System	4,500	Y			4,500	
Part-Time Porter	21,132		N			
EVT Technician	91,081		N			
Total Fleet maintenance	125,713				13,500	
<u>Facilities Maintenance (101-15-146)</u>						
Facilities Maintenance Specialist	84,885		N			
Panasonic Toughbook	3,500	Y		Moved to T.I. dept.	3,500	
Backflow Preventions System PSHQ	20,000	Y			20,000	
Simplex Auto Caller Fire Alarm Panel	20,000	Y			20,000	
Overhead Bay Door Operators	12,000		N			
One Man Lift	7,500	Y			7,500	
Access Gate PSHQ & FS #1	10,000		N			
HOST Freestyle Extractor	6,000		N			
Ice Machine	3,500		N			
Citywide Facilities Maintenance Items:						
Carpet replacement for dorms, station 3 & 4	5,500	Y			5,500	
Emergency restroom lighting-Dev. Svcs. Bldg	3,500	Y			3,500	
Council conference room remodeling	6,000	Y			6,000	
Expand dispatch supervisor's office	2,500	Y			2,500	
New IT office / renovation	10,500	Y			10,500	
Total Building Maintenance	195,385				79,000	
<u>Technology & Innovation (101-18-170)</u>						
Microsoft Software and Licensing	22,695	Y			22,695	
Service Agreements & Repairs increase	47,000		N			

**City of Missouri City
Supplemental Budget Requests
Fiscal Year 2015 Annual Budget**

ALL DIVISIONS					Budget	
	Cost			City Manager's	Amount	Acct
Classification of Expenditures	FY 2015	Y	N	Comments/Other Comments	FY 2015	No.
Wi-Fi Access to City Buildings	63,176	Y		At \$43,176, excl. coban outdoor access points	43,176	
Rocket Mobile Communications for First Responder Vehicles (1)	162,429	Y		Funded over three yrs. - \$54,143 in FY15	54,143	
Minor Tools & Equipment increase	20,000		N			
Computer Repair & Replacement increase	10,000		N			
Overtime	6,000		N			
Dues & Subscriptions	900		N			
Computer Rental	55,662		N			
Administrative Assistant upgrade to FT	38,331		N			
Citywide T.I. Maintenance Items:						
Special T.I. related projects	44,508	Y			44,508	
<hr/>						
Total Technology & Innovation	470,701				164,522	
TOTAL GENERAL FUND	8,342,985				617,795	
<hr/>						
Radio Fund						
None	0					
<hr/>						
Total Radio Fund	0					
<hr/>						
Narcotics Fund						
None	0					
<hr/>						
Total Narcotics Fund	0				0	
<hr/>						
Court Building Security Fund (221-10-252)	Monies already available through the Building Security Fines					
None						
<hr/>						
Total Building Security Fund	0				0	
<hr/>						
Court Technology Fund (222-10-256)	Monies already available through the Court Technology Fines					
None						
<hr/>						
Total Court Technology Fund	0				0	
<hr/>						
MCTV Fac/Equip Fund (224-10-259)	Monies already available through the Cable/Video In-kind Fees					
"See MCTV request"						
<hr/>						
Total MCTV Fac/Equip Fund	0				0	
<hr/>						
GRAND TOTAL ALL REQUEST	8,342,985				644,795	
TOTAL RECOMMENDED - GENERAL FUND					617,795	

**Missouri City Recreation & Leisure LGC
Budget Narrative
FY2015**





Executive Summary

FY2014 had many ups and downs for the Missouri City Recreation and Leisure Local Government Corporations (LGC). FY2014 was the first full year of operation for the City Centre from a budgetary standpoint. While it may have been operational from a budget stand point, there were many aspects of the facility that were still being completed and finalized during the budget year. The most important of these being the completion of the golf cart storage facility. Other projects that were completed in during the year were the removal of the half wall in the Bluebonnet Room, the completion of the landscaping around the facility and the demolition of the old cart storage facility.

While the LGC saw a 25% improvement in revenues in the banquets and events department, the golf department struggled during the winter months due to a cool and wet winter. As the staff of the LGC staff learns more about operations of the facility and is able to move away from the unstable "construction" atmosphere, there is great excitement about the future for the Golf Course and City Centre.

The FY2015 budget includes some significant changes. First there is a more conservative number of golf rounds being budgeted for the coming year at 55,291. Second, is the anticipation in increasing revenues in the event department by a considerable amount due to new IRS reporting rules for automatic gratuities for events. This change was implemented in February 2014 but will now be reflected in the entire FY2015 budget. Finally, a change in focus of the F&B department has allowed for better inventory controls and financial management.

There are many areas of change that will be detailed for the FY2015 budget. This will lead to a modest net revenue over expenses projection of \$3,434.50.

Golf Operations

The revenues for the Operations Department encompass daily green fees and annual green fees. This department is the largest revenue producer of all of the operational areas. The largest expenses for the Operations Department include a percentage golf shop employees and golf course starter wages, office supplies for the golf operations, golf course maintenance (including tree maintenance), bank and credit card fees for golf operations as well as a percentage of operational utilities. A significant change for the FY2015 budget is the reduction of the golf course maintenance contract with ValleyCrest Companies. This restructuring provides for a reduction in this expense item of \$103,308 versus FY2014.

The golf operations department revenues are largely driven by the number of rounds played and the corresponding fee being charged. For FY2015, the plan includes an increase in certain fees during peak times and let others be seen as a reduction from our peak fees. We are planning to increase the weekend non resident daily fees by \$3.00, the tournament fees by \$2.00 per golfer and the annual pass fees by 5% across the board. These modest increases will allow for more revenue to be generated while still keeping costs competitive during non peak times. We also plan to include more promotional times during the year to increase play and stimulate customer involvement with our e-marketing program.

Given these adjustments, we budgeted revenues in the Operations Department of \$1,464,799 and budgeted expenses of \$1,437,732. This is a net operational profit of \$27,067. As previously mentioned, we are

budgeting for 55,291 rounds of golf in FY2015. This is based off of a five year analysis of weather patterns and rounds tracking. Also included in this figure is consideration that a nearby golf course will be closed for approximately three months during the fall to complete major course maintenance. This is expected to bring in more rounds to Quail Valley during this time frame. It is also important to note that salary for the General Manager has been moved from the Operations Department to the General & Administrative Department for FY2015.

Golf Cart Operations

Golf carts at a golf facility are traditionally one of the largest revenue generating areas of the operation. In addition the expenses are traditionally low enough to allow for a healthy profit from the operation.

In FY2014 we added an additional 20 golf carts to the fleet now maintaining 126 golf carts. FY2014 also saw unplanned expenses for battery replacement in carts that were seeing exceptional usage levels due to an aging fleet of recently traded golf carts. The amount of golf carts now on site, allows for most events to be hosted without the need for renting of additional tournament carts. This will still be a necessity as we continue to grow our large tournament business.

Annualized revenues for the golf cart operation are \$603,807. Expenses for FY2015 are projected to be \$280,590 which covers a percentage of outside services wages, mechanic wages, golf cart leases, cart maintenance, and a percentage of facility utilities. This leaves a net positive for golf cart operations of \$323,217.

Practice Range

The practice range facility also continues to provide a consistent revenue stream for the facility. On average, for every person that tees off, there is \$1 in range fees generated. Growth in range revenues is difficult as the current condition of the range is not conducive to higher fees and the size of the range puts a constraint on the amount of golfers who can be on the range at any given time.

Revenues for the practice range department are budgeted for \$83,116 while expenses are expected to be \$77,921. Expenses include a percentage of outside services labor, range balls, picker lease and maintenance, teaching fees and a percentage of facility utilities. The difference is a positive \$5,196.

Golf Shop Merchandise

The increase in golf tournament rounds as well as public play rounds has had a significant effect on the merchandise concession. Not only are there increased revenues, there are also increased interest in special orders and programs like demo days. Revenues for the merchandise department are budgeted for \$221,162. Expenses for merchandise include a percentage of golf shop employee wages, cost of goods (76%) and a percentage of facility utilities. Estimated expenses for merchandise are \$215,853. This is a positive difference of \$5,309.

Food & Beverage – Grille Operations

The operations of the Bluebonnet Grille continue to be an issue with the facility has a whole. While it is important to have a Grille facility to accommodate golfers, the Grille struggles to find enough consistent business to cover ongoing operational expenses. The Grille's location in the City and its proximity to many other local and national restaurants are the two biggest constraints on growing the revenue stream. Even through growing revenues may be difficult, we have seen success in programs such as Live Music on the Patio, Friday Night Fish (seasonal) and small groups coming for lunch.

The success of the Grille is largely dependant on controlling expenses. In the past labor costs and cost of goods sold were considerably higher than management had projected. Now that a new management structure is in place, we feel confident that cost controls will be a priority for the Grille operation and that any losses can be minimized. Due to the nature of the operation, cost of goods sold for the Grille is normally around 43%. This is coupled with the Banquets and Events department and the Beverage Cart department to combine for a facility F&B cost of goods sold of 34%.

Grille revenues are highly dependant on the number of golf rounds played. In FY2014 we produced \$7.71 in Grille revenues for every round of golf. This figure was used to project revenues for FY2015. A new menu developed in late FY2014 will provide for a more accurate reflection of the tastes of the clientele of the facility as well an appropriate pricing structure, not only as compared to the market but also from the standpoint of cost in preparation. Staff will monitor cost changes throughout the year and adjust prices to the guests accordingly. For FY2015 projected revenues in the Grille Department are \$402,898 while expenses are \$461,299. This results in a net loss of (\$58,401).

Food & Beverage - Banquets & Events

The Banquets and Events Department has grown in leaps and bounds. FY2014 saw an increase in event revenues of over 25% versus FY2013. As word of mouth continues to spread and more events bring in new possible clients, we continue to see increase interest in groups hosting events at the City Centre. Since opening in FY2013, we have developed relationships with many local groups that have been the basis for many of our other events. Advertising of the City Centre has also been a factor in our success. Current advertising relationships with many local media partners have enabled us to cast a broad reach into our market.

The Banquet and Event department is also important to the overall financial goals of the facility as it provides a much leaner structure for cost controls versus the Bluebonnet Grille and provides a much lower cost of goods sold. Cost of goods for the event department is typically around 31%. Given that a higher percentage of our overall revenue comes from this department as compared to the Grille and Beverage Cart it is important to foster this as a great revenue stream for the Golf Course and City Centre. Other benefits of the event department are streamlined employee scheduling, efficient product purchasing and client volume leading to potential additional sales.

Revenues for the Banquet and Event Department are budgeted to be \$778,806 while expenses are budgeted for \$770,934. This provides for a net profit of \$7,872. FY2015 revenues include the gratuity or service charge that is added to each event. 2014 IRS Rules require that all service charges or automatic gratuities be considered

facility revenue and any portion given to staff as gratuity paid as payroll. Also important is that the salary for the Director of Catering is in the Banquets and Events department while the responsibilities of this individual also extend greatly into managing the Bluebonnet Grille and Bev Cart departments as well.

Food & Beverage – Beverage Cart Operations

The beverage cart at a public golf course is very important. Not only is this a vital service provided to the golf clientele it is also a great source of additional income for the facility as a whole. Like the Banquets and Events Department, the Beverage Cart Department is able to control expenses due to the fact that it is primarily a service for the golf clientele. If there are no golfers on the course, we do not need a beverage cart either. This flexibility in scheduling provides an opportunity to cut wasted costs dramatically. Additionally, the Beverage Cart Department sees a cost of goods sold of nearly 31%. This is primarily because the carts sell low cost items at a substantial mark up to golfers on the course.

For FY2015 the revenues for the Beverage Cart Department are budgeted to be \$129,967 versus expenses of \$115,377. This leaves a net profit of \$14,590.

General & Administrative

The General & Administrative Department (G&A) covers all of the costs that are not easily allocated to individual departments. In FY2015 the salary and benefits package of the General Manager have been moved to the G&A Department to better reflect the responsibilities of this position.

Expenditures in the G&A department will closely follow those of FY2014. Exceptions to this are the advertising and promotional department (increase of \$5,500 over FY2014) and the supplies budget (decrease of \$2,400 from FY2014). Budgets for general repairs and service agreements have grown to include the increasing needs of a building that is now out of warranty and agreements with multiple vendors for necessary services such as employee screenings, inspections and public postings. There are no revenues to offset the expenses in the G&A department. The expenses for this department are budgeted at (\$321,349).

Summary Overall Operation

As operations at the Quail Valley Golf Course and City Centre continue to stabilize, management is developing a template for future budgets. This has been a difficult process in the past given the amount of change that has happened in a short period of time. Capital expenditures are not included in this budget. A list of proposed capital expenditures is included in the addendum to the summary. Overall for FY2015, the LGC is budgeting for revenues of \$3,684,555 and expenditures of 3,681,121. Net for FY2015 would be \$3,434.50. This is compared to the projected net loss for FY2014 of (\$411,864). Important notes for FY2014 are the \$24,500 in expenditures from FY2013 that were put to FY2014 and the approximately \$70,000 in F&B inventory adjustments that had to be made in the third quarter of FY2014. This would put the projected loss for FY 2014 at \$317,364.

Assumptions

- COGS for golf merchandise is 76%
- COGS for food and liquor is 34%
- Golf costs split per percentage of sales:
 - o Operations – 62%
 - o Golf Carts – 25%
 - o Practice Range – 4%
 - o Merchandise – 9%
- F&B costs split per percentage of sales:
 - o Grille - 31%
 - o Banquets & Events - 59%
 - o Beverage Cart - 10%
- Utilities cost split by department percentage of revenues
 - o Golf – 67%
 - o F&B – 33%

Ordinary Income/Expense	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget
Income				
Operations				
Green Fees - La Quinta	\$479,899	\$607,881	\$474,122	\$534,073
Green Fees - El Dorado	\$570,618	\$590,284	\$493,317	\$553,226
Annual Fees	\$335,144	\$349,280	\$376,104	\$367,990
Handicap Fees	\$9,310	\$9,510	\$24,979	\$9,510
	\$1,394,971	\$1,556,955	\$1,368,522	\$1,464,799
Range				
Annual Range Fee	\$21,012	\$20,313	\$16,255	\$18,038
Range Fees	\$64,903	\$57,559	\$63,294	\$53,079
Range Teaching Fees	\$22,935	\$12,000	\$12,000	\$12,000
	\$108,850	\$89,872	\$91,549	\$83,116
Pro Shop				
Pro Shop Sales	\$213,201	\$196,661	\$224,597	\$221,162
Donations - Parks	\$12,649			\$0
	\$225,850	\$196,661	\$224,597	\$221,162
Cart				
Cart Rental Fees	\$502,901	\$515,003	\$486,881	\$541,162
Trail Fees	\$79,341	\$67,860	\$82,938	\$62,645
	\$582,243	\$582,863	\$569,819	\$603,807
Total Golf Revenues	\$2,311,914	\$2,426,351	\$2,254,487	\$2,372,884
Food & Beverage				
F&B Grille	\$243,398	\$370,582	\$261,976	\$259,934
LBW - Grille	\$168,723	\$192,154	\$132,479	\$142,964
	\$412,121	\$562,735	\$394,455	\$402,898
F&B - Banquets/Events/Rentals				
LBW - Banquets/Events	\$444,328	\$542,895	\$562,682	\$687,829
	\$15,513	\$56,111	\$50,856	\$90,977
	\$459,841	\$599,006	\$613,538	\$778,806
F&B - Golf Shop				
LBW - Golf Shop	\$22,900	\$13,725	\$12,412	\$12,997
F&B - Bev Cart	\$7,033	\$0	\$6,490	\$12,997
LBW - Bev Cart	\$49,771	\$54,901	\$49,866	\$51,987
	\$56,682	\$82,352	\$48,927	\$51,987
	\$136,386	\$150,978	\$117,695	\$129,967
Total F&B Revenues	\$1,008,348	\$1,312,719	\$1,125,688	\$1,311,671
Other Income	\$3,928	\$3,600		\$0
Gross Revenues	\$3,324,190	\$3,742,670	\$3,380,175	\$3,684,555

Expense

Operations

Salaries & Wages	\$60,008	\$60,000	\$0
Overtime			\$0
Salary Reserve			\$0
Taxes, Social Security			\$0
Workers Compensation			\$0
Benefits			\$0
Contingency Workers		\$119,571	\$121,826
Overtime	\$140,868		\$0
Salary Reserve	\$16,158		\$0
Taxes, Social Security	\$17,848	\$13,737	\$8,899
Workers Compensation	\$5,014	\$3,753	\$2,966
Benefits	\$9,224	\$18,000	\$5,880
Office Supplies	\$17,255	\$9,500	\$9,500
Wearing Apparel	\$2,228		\$3,000
Fuel, Oil & Lubricants			\$0
Minor Tools/Small Equip			\$0
Uniform & Laundry		\$4,000	\$0
Janitorial Supplies			\$0
Postage			\$0
Bldg Mat/Supplies/Repr			\$0
Copy Machine/Suppl/Repr			\$0
Golf Course Mater/Supply			\$0
Miscellaneous	\$2,243	\$1,200	\$1,200
Minor Equip Maintenance			\$0
Handicap Service	\$6,671	\$6,400	\$6,400
Contractor Hiring/Mowing	\$1,287,846	\$1,230,000	\$1,126,692
Contract Hiring/Tree Trim	\$17,054	\$25,200	\$15,000
Insurance			\$0
Special Services & Legal			\$0
Bank Fees	\$49,417	\$54,903	\$54,903
Service Agrmts/Contracts		\$7,500	\$3,400
Building Repairs			\$0
Printing & Publications			\$0
Dues & Subscriptions	\$1,347	\$2,225	\$2,225
Training & Travel	\$200	\$600	\$600
Golf Equipment Rental			\$0
Audit Services		\$2,500	\$0
Donations	\$11,059		\$0
Machinery & Equipment			\$0
Gas/Utilities	\$5,596	\$6,962	\$5,218
Electric Utilities	\$54,941	\$58,303	\$55,953
Water Utilities	\$13,119	\$10,188	\$14,069
	\$1,718,096	\$1,634,542	\$1,437,732
		\$1,498,899	

Cart

Contingency Workers (Mechanic)				\$31,200
Overtime				\$0
Taxes, Social Security				\$2,279
Worker's Compensation				\$760
Benefits				\$4,200
Contingency Workers (Attendants)				\$76,050
Overtime	\$115,411	\$99,635	\$83,532	\$0
Taxes, Social Security	\$4,477		\$1,068	\$0
Worker's Compensation	\$9,171	\$7,622	\$6,472	\$5,555
Benefits	\$2,506	\$2,082	\$1,341	\$1,852
Bldg Mat/Supplies/Repairs	\$1,700	\$3,600		\$0
Uniforms/Laundry	\$18,508	\$2,400	\$40,822	\$2,400
Minor Equip Maint/Rpr		\$1,200		\$1,200
Equipment/Cart Lease	\$1,962	\$7,200		\$7,200
Tournament Rentals	\$99,379	\$113,136		\$121,560
Gas/Utilities	\$12,290		\$95,542	\$0
Electric Utilities	\$2,098	\$2,611	\$22,644	\$1,826
Water Utilities	\$20,602	\$21,864	\$23,321	\$19,584
	\$4,920	\$3,821	\$5,408	\$4,924
	\$293,024	\$265,171	\$282,289	\$280,590

Range

Contingency Workers				\$40,950
Overtime				\$0
Salary Reserve				\$0
Taxes, Social Security				\$2,991
Workers Compensation				\$997
Benefits				\$0
Range Ball Expense				\$12,000
Minor Tools & Equipment - Range	\$7,279	\$12,000	\$8,239	\$1,800
Instructor Fees	\$471		\$211	\$12,000
Minor Equip Maint/Rpr	\$22,875		\$12,000	\$1,200
Range Picker Lease Purchase	\$1,494	\$4,800	\$1,774	\$2,220
Gas/Utilities		\$2,400	\$1,344	\$261
Electric Utilities	\$350	\$435	\$356	\$2,798
Water Utilities	\$3,434	\$3,644	\$3,887	\$703
	\$820	\$637	\$901	
	\$36,723	\$85,983	\$68,317	\$77,921

Pro Shop

Contingency Workers				\$30,949
Overtime				\$0
Taxes, Social Security				\$2,261
Worker's Compensation				\$754
Benefits				\$2,520
Minor Tools & Equip				\$0
Bldg Mater/Supp/Repr			\$208	\$0
Purchases of Merchandise				\$168,083
Telephone - Pro Shop		\$153,396	\$194,826	\$0
Equipment/Cart Lease - Pro Shop				\$0
Gas/Utilities	\$699	\$1,274	\$715	\$783
Electric Utilities	\$6,868	\$7,288	\$7,773	\$8,393
Water Utilities	\$1,640	\$870	\$1,802	\$2,110
	\$178,434	\$193,539	\$240,729	\$215,853

6104 - Food & Beverage - Grille

Salaries & Wages	\$51,355	\$52,500	\$39,045	\$35,000
Overtime				\$0
Salary Reserve				\$0
Taxes, Social Security				\$2,596
Workers Compensation				\$865
Benefits				\$4,200
Contingency Workers	\$339,069			\$153,357
Overtime	\$99,453	\$145,147	\$173,456	\$0
Salary Reserve			\$39,045	\$0
Taxes, Social Security	\$43,231	\$15,416	\$17,627	\$11,375
Workers Compensation	\$11,342	\$4,131	\$3,876	\$3,792
Benefits	\$9,412	\$11,592	\$11,109	\$13,104
Meals/Drinks				\$0
Uniforms	\$1,625	\$1,016	\$979	\$1,016
Linens	\$98,911	\$26,110	\$12,561	\$8,058
Supplies		\$19,252	\$11,720	\$4,029
Dishes & Glassware	\$6,666	\$524	\$2,344	\$2,014
Paper/Disposables	\$18,755	\$8,455	\$6,825	\$6,043
Small Tools/Equip.	\$4,233	\$2,841	\$175	\$2,014
Kitchen Equip.			\$613	\$0
COGS F&B	\$409,950	\$142,991	\$164,637	\$111,772
COGS LBW	\$86,157	\$73,662	\$53,399	\$61,474
Miscellaneous	\$67,324		\$242	\$0
Service Agreements		\$3,000		\$1,209
Equipment Maintenance	\$7,615	\$3,762	\$3,070	\$4,029
Bank Fees	\$9,654	\$4,653	\$3,907	\$4,029
Beverage Taxes	\$25,751	\$13,547	\$9,722	\$6,043
Liquor Liability Insurance	\$4,063	\$3,413	\$1,304	\$825
Permit Services	\$1,503		\$2,553	\$0
Utilities - Water	\$4,051	\$3,146	\$4,454	\$4,572
Utilities - Electricity	\$16,967	\$18,005	\$19,205	\$18,185
Utilities - Gas	\$1,727	\$2,150	\$1,763	\$1,696
Total	\$1,318,814	\$555,313	\$583,631	\$461,299

6104 - Food & Beverage - Banquets/Events

Salaries/Wages - Dir. Of Catering				
Commissions	\$43,206		\$30,805	\$51,840
Overtime	\$23,960		\$19,026	\$15,336
Salary Reserve				\$0
Taxes, Social Security				\$0
Workers Compensation				\$4,983
Benefits				\$1,661
Contingency Workers - Ass. Sales Mgr.				\$4,200
Commissions				\$26,500
Overtime				\$15,336
Salary Reserve				\$0
Taxes, Social Security				\$0
Workers Compensation				\$3,103
Benefits				\$1,034
Contingency Workers				\$4,200
Overtime	\$170,390		\$187,909	\$239,867
Salary Reserve			\$19,746	\$0
Taxes, Social Security				\$0
Workers Compensation	\$18,529		\$16,009	\$17,792
Benefits	\$4,965		\$3,496	\$5,931
Meals/Drinks	\$17,208		\$14,956	\$20,496
Uniforms				\$0
Linens	\$1,161		\$1,120	\$1,161
Supplies	\$29,443		\$22,554	\$23,004
Dishes & Glassware	\$21,997		\$13,649	\$7,668
Paper/Disposables	\$599		\$2,673	\$3,834
Small Tools/Equip.	\$9,662		\$7,791	\$7,668
Kitchen Equip.	\$3,247		\$200	\$3,834
COGS F&B			\$701	\$0
COGS LBW	\$205,249		\$191,630	\$209,507
Miscellaneous	\$25,368		\$60,753	\$28,203
Equipment Maintenance	\$38,891		\$25,883	\$15,336
Bank Fees	\$4,300		\$3,507	\$5,751
Beverage Taxes	\$5,317		\$4,467	\$5,751
Liquor Liability Insurance	\$15,277		\$10,354	\$7,668
Permit Services	\$3,900		\$1,490	\$1,650
Utilities - Water			\$2,917	\$0
Utilities - Electricity	\$4,630		\$5,092	\$7,034
Utilities - Gas	\$19,391		\$21,949	\$27,977
	\$1,975		\$2,013	\$2,609
Total	\$669,300	\$25,996	\$670,690	\$770,934

6104 - Food & Beverage - Bev Cart

Contingency Workers				
Overtime	\$52,000	\$32,908	\$40,404	
Salary Reserve		\$37	\$0	
Taxes, Social Security			\$0	
Workers Compensation	\$4,056	\$2,520	\$2,997	
Meals/Drinks	\$1,087	\$558	\$999	
Uniforms			\$0	
Linens	\$242	\$234	\$242	
Supplies		\$2,990	\$2,599	
Dishes & Glassware	\$4,583	\$2,954	\$1,300	
Paper/Disposables	\$125	\$558	\$650	
Small Tools/Equip.	\$2,013	\$1,653	\$1,300	
Kitchen Equip.	\$676	\$282	\$650	
COGS F&B		\$146	\$0	
COGS LBW	\$28,482	\$39,200	\$20,145	
Miscellaneous	\$29,644	\$12,714	\$20,145	
Maintenance & Repairs			\$0	
Bank Fees	\$896	\$729	\$1,300	
Liquor Liability Insurance	\$1,108	\$850	\$1,300	
Permit Services	\$813	\$311	\$275	
Beverage Cart Rental	\$580	\$608	\$580	
Utilities - Water	\$12,976	\$12,902	\$12,969	
Utilities - Electricity	\$965	\$749	\$1,407	
Utilities - Gas	\$4,040	\$4,287	\$5,595	
	\$411	\$420	\$522	
	\$18,306	\$118,210	\$115,377	
	\$144,829			

Total

Admin

Salaries & Wages				\$60,376	\$68,000
Taxes, Social Security	\$27,500				\$4,967
Workers Compensation	\$20,322				\$1,656
Benefits					\$4,200
Pest Control	\$185				\$600
Supplies		\$3,000		\$1,474	\$600
General Maint.	\$50,959	\$6,000		\$39,125	\$36,400
Security Monitoring	\$5,548	\$26,000		\$5,400	\$6,000
Cable Service	\$5,020	\$5,400		\$3,534	\$4,800
Fees		\$6,000			\$0
Postage	\$215	\$296		\$435	\$296
Telephone	\$11,542	\$12,000		\$15,577	\$13,200
Auto/Travel		\$0		\$0	\$0
Adv/Promo	\$32,041	\$36,238		\$48,719	\$41,500
Service Agreements	\$16,793	\$6,000		\$25,177	\$21,600
License/Permits				\$624	\$0
Employee Recognition		\$2,000		\$1,672	\$2,000
P/R Prep.		\$1,500			\$12,000
Trash/Waste Removal	\$9,782	\$7,695		\$10,966	\$9,600
Property Insurance	\$1,000	\$27,372			\$0
Liability Insurance		\$1,000		\$37,900	\$26,400
CH Maint. Contract	\$19,554	\$30,000		\$37,788	\$39,600
Facility /Capital Improvements				\$14,427	\$0
COMC Maintenance Technician/HVAC PM		\$18,000		\$21,061	\$21,996
Elevator Maintenance		\$5,400		\$5,019	\$6,000
	\$200,461	\$193,901		\$329,274	\$321,415
Total			\$3,742,578	\$3,792,039	\$3,681,121

Gross Expenses

Other Income	
Other Income - Operations	
Other Income - Range	
Other Income - Pro Shop	
Other Income - Food & Beverage	
Total Other Income	

Net Income (Loss)

- \$465,664	\$92	- \$411,864	\$3,434
-------------	------	-------------	---------

Total by Department**Operations**

Income	\$1,394,971	\$1,556,955	\$1,368,522	\$1,464,799
Expenses	\$1,718,096	\$1,634,542	\$1,498,899	\$1,437,732
Net Income (Loss)	-\$323,125	-\$77,587	-\$130,377	\$27,067

Cart

Income	\$582,243	\$582,863	\$569,819	\$603,807
Expenses	\$293,024	\$265,171	\$282,289	\$280,590
Net Income (Loss)	\$289,219	\$317,692	\$287,530	\$323,217

Range

Income	\$108,850	\$89,872	\$91,549	\$83,116
Expenses	\$36,723	\$85,983	\$68,317	\$77,921
Net Income (Loss)	\$72,127	\$3,889	\$23,232	\$5,196

Pro Shop

Income	\$225,850	\$196,661	\$224,597	\$221,162
Expenses	\$178,434	\$193,539	\$240,729	\$215,853
Net Income (Loss)	\$47,416	\$3,122	-\$16,132	\$5,309

Food & Beverage (Grille)

Income	\$412,121	\$562,735	\$394,455	\$402,898
Expenses	\$1,318,814	\$555,313	\$583,631	\$461,299
Net Income (Loss)	-\$906,693	\$7,422	-\$189,176	-\$58,401

Food & Beverage (Banquets/Events)

Income	\$459,841	\$599,006	\$613,538	\$778,806
Expenses	\$25,996	\$669,300	\$670,690	\$770,934
Net Income (Loss)	\$433,845	-\$70,294	-\$57,152	\$7,872

Food & Beverage (Bev Cart)

Income	\$136,386	\$150,978	\$117,695	\$129,967
Expenses	\$18,306	\$144,829	\$118,210	\$115,377
Net Income (Loss)	\$118,080	\$6,149	-\$515	\$14,590

General & Administrative

Income	\$0	\$0	\$0	\$0
Expenses	\$200,461	\$193,901	\$329,274	\$321,415
Net Income (Loss)	-\$200,461	-\$193,901	-\$329,274	-\$321,415

Total

Income	\$3,324,190	\$3,742,670	\$3,380,175	\$3,684,555
Expenses	\$3,789,854	\$3,742,578	\$3,792,039	\$3,681,121
Net Income (Loss)	-\$465,664	\$92	-\$411,864	\$3,434